POSITION OVERVIEW
The National Native American Boarding School Healing Coalition (NABS) is looking for a team of **five research contractors** to work with NABS staff **beginning May 1, 2021**. The position includes conducting research toward the ongoing development of Indian boarding school historical profiles. The positions will remain **open until filled** and the selected contractors will be paid **$18.50 per hour** for a full-time, **3-month contract**. Contractors are not eligible for employee benefits.

Contractors will be able to work remotely using their own computer. Research contractors can determine their own schedule; however, they must commit to the successful submission of **50-60 Indian boarding school profiles within the contract period** and coordinate a submission schedule with the Director of Research and Programs.

ORGANIZATION DESCRIPTION
NABS’s mission is “To lead in the pursuit of understanding and addressing the ongoing trauma created by the U.S. Indian Boarding School policy.” We support this mission through our programs in education, advocacy, and healing. Visit [www.boardingschoolhealing.org](http://www.boardingschoolhealing.org) for more information about our programs, staff, and outreach.

PRIMARY RESPONSIBILITIES
NABS seeks motivated and task-oriented researchers to assist with Indian Boarding School research. Researchers will report to the Director of Research and Programs. NABS has identified 367 Indian Boarding Schools in our research efforts to date. This published number continues to be used in NABS literature, outreach, and education materials.

Primary duties will consist of the following activities as a minimum:

- Reviewing digital sources,
- Identifying information gaps,
- Editing authoritative spreadsheets in Microsoft Excel, and
- Composing historical narrative profiles for each institution with required data fields.

Each historical narrative profile takes between 5-8 hours to complete. The Researchers will receive training on profile requirements and guidance regarding the following:

- Effective research practices,
- Methodology and logging citations,
- NABS’s style guide and formatting, and
- Institutional content standards.

QUALIFICATIONS
- Degree (undergraduate or graduate), or actively pursuing a degree, in history, humanities, American Indian studies, Indigenous studies, social sciences, education, anthropology, library information sciences, archival management, or a related field.
- Demonstrated professional writing and communication skills (we may ask for writing samples).
- Expert-level computer skills; especially in Microsoft Word & Excel (may be tested).
- Typing speed of 70 wpm (we may request a typing test be completed).
• Ability to read and analyze typescript and long-hand cursive from historical documents.
• Strong ability to work independently, manage time, and adjust to meet deadlines.
• Must pay ultimate attention to detail and be able to work on self-directed basis with minimal direction.
• Exceptional organization skills and an aptitude for complex analytical, detailed work.
• Strong interpersonal communication skills with the ability to present and share ideas effectively.
• Research and analysis experience are preferred.
• Familiarity with and work experience in Native American communities (we may ask for references)
• Excellent self-awareness, interpersonal skills, and emotional intelligence
• Knowledge of the American Indian and Alaskan Native boarding school history, legacy, and impacts
• Ability to interpret and apply APA, MLA, and Chicago style guides.
• Experience with navigating various digital repository sources (i.e. National Archives and Records Administration, National Museum of the American Indian, Digital Public Library of America).

APPLICATION INSTRUCTIONS
All applications will be received via email. No phone calls or snail mail.

Please submit the following all in one PDF file:
  • Cover letter,
  • Resume or Curriculum Vitae listing research experience, and
  • Three professional references w/ email and phone number

E-mail applications to: jblevins@nabshc.org

Subject Line: LAST NAME, Research Contractor

Application deadline is
SUNDAY, April 18, 2021
at 11:59 p.m., CT