

Employment Opportunity

Position: **Administration and Marketing Intern**

Posting Reference #:2024 - 14

Status: Full-time Term Contract

Opening Date: September 4, 2024

Location: 384 Fort William Road

Contract End Date: 52 weeks

Closing Date: September 20, 2024

Salary: \$28.00/hr (\$50,960.00 annually)

Position Overview:

The governWISE Alliance is a division of Nookiwin Tribal Council open to all Ontario First Nations with the vision to help strengthen governance and build capacity. Stakeholder engagement and participant feedback is key to developing long term sustainable plans within communities. The governWise Alliance recognizes that each First Nation community has unique needs and challenges, and we assist by providing support and guidance to the First Nations we service. The initiative continues to grow, and in partnership with the Northern Ontario Heritage Fund (NOHFC) we are seeking an experienced, knowledgeable, and motivated **Administration and Marketing Intern**.

The **Administration and Marketing Intern** is responsible for providing administrative support, event coordination and social media assistance to ensure the efficient operation of the department. This role involves assisting with various activities such as events and travel arrangements for team members. The Intern will also assist in hosting virtual webinars, social media content and monthly newsletter creation. Training and support will be provided to the successful candidate.

Key Responsibilities:

- Maintain and updated tracking using excel.
- Assist in coordinating and hosting virtual meetings, recording action items, and ensuring timely follow-ups.
- Provide general administrative support, including scheduling, communications, and document management.
- Assist in planning and executing events, workshops, and meetings.
- Arrange travel accommodations and itineraries for team members.
- Assist in managing social media content.
- Assist in managing e-blasts.
- Assist in website updates. (training will be provided)

Candidate Criteria:

- Candidate for this position must identify as an Indigenous person, including First Nations, Metis or Inuit.
- Candidate must be a new entrant into the workforce or is transitioning to a new career or is unemployed or underemployed and entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 mandate.
- Candidate must be a minimum of 18 years old.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed.

Qualifications:

- Diploma or degree in Business Administration, Event Management, or a related field.
- Proven experience in event coordination, administrative support, and financial management.
- Basic knowledge of CANVA design tool or working with various software applications or websites is an asset.
- Excellent organizational and multitasking abilities.
- Strong communication and interpersonal skills.
- Ability to work independently and within a team.
- Experience working with First Nations communities is an asset.
- Must have valid Ontario Driver's License and access to reliable transportation.
- Successful completion of a Level 1: Police Criminal Record Check (PCRC)

What We Offer:

- Competitive Salary
- 35-hour work week
- Employer 100 % paid benefits and RRSP match
- A safe culture of continuous learning and opportunity for growth

Interested applicants are directed to apply on-line at www.indeed.com. Candidates must submit a cover letter, resume and provided three (3) work-related references.

Attention: Human Resources, Nokiwin Tribal Council

Closing Date: Opened until filled

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.



Nokiwin
TRIBAL COUNCIL