



governWISE
ALLIANCE

Employment Opportunity

Position: **Social Media and Events Intern**
Status: Full-time Term (52 weeks)
Opening Date: May 29, 2026
Location: On site, Thunder Bay Office

Posting Reference #: NTC - 2026-13
Contract End Date: 52 weeks
Closing Date: Open until filled
Salary Range: \$27.00/hr

Eligibility Requirements

In accordance with Northern Ontario Heritage Fund Corporation (NOHFC) Workforce Development Stream funding requirements, candidates must meet one of the following criteria:



- Be entering the workforce for the first time
- Be transitioning to a new field or industry from previous employment
- Have been unemployed prior to this job opportunity and entering a new field
- Have been underemployed prior to this opportunity and seeking employment in a new field
- Must be legally entitled to work in Canada.

Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

Be Part of a Growing Movement for First Nations Governance

governWISE Alliance, a division of Nokiiwin Tribal Council, is dedicated to supporting all Ontario First Nations in strengthening governance and building long-term capacity. We believe sustainable change starts from within-and through collaboration, innovation, and empowerment, we're shaping a future led by confident, skilled, and knowledgeable Indigenous leaders. **governWISE** is not just a program-it's a powerful, community-driven movement rooted in Nation-building and self-determination.

Create Meaningful Impact

We're looking for a creative, motivated, and eager-to-learn individual interested in building experience in communications and event coordination.

As the social media and Events Intern, you will support **governWISE** communication channels, assist with digital engagement strategies, and help coordinate events, workshops and gatherings. If you are passionate about communications, community engagement, and supporting Indigenous-led progress, we strongly encourage you to apply!

Key Responsibilities

- Assist in developing and scheduling social media content across platforms including Facebook, LinkedIn, Instagram and other digital channels through Hootsuite
- Support the creation of graphics, promotional materials, newsletters, and communications content
- Help maintain and update website and social media platforms
- Assist with planning and coordination of meetings, workshops, and other events
- Attend events to assist with photography videography and live social media coverage when required
- Provide administrative support related to communication and events
- Collaborate with the **governWISE** team on projects and outreach initiatives

Skills, Education & Experience

- Diploma, degree, certificate, or current studies in Communications, Marketing, Public Relations, Event Management, Indigenous Studies, Business, or a related field are considered an asset
- Equivalent combinations of education, community involvement, volunteer work, and lived experience will also be considered
- Strong written and verbal communication skills
- Interest in social media, communications, digital storytelling, and event coordination
- Familiarity with social media platforms such as Facebook, Instagram, LinkedIn, and TikTok
- Experience with Canva, graphic design tools, photography, or video editing is considered an asset

- Strong organizational skills and attention to detail
- Ability to work both independently and collaboratively within a team environment
- Interest in supporting Indigenous communities, governance, and Nation-building initiatives
- Previous work experience is not required; training and mentorship will be provided

What We Offer

- Competitive salary
- 35-hour work week
- Employer-paid benefits and pension/RSP matching
- Hands-on training and mentorship opportunities
- Professional development in communications, social media, and event coordination
- Supportive and collaborative team environment
- Meaningful work supporting Indigenous governance and Nation-building

**Ready to make a difference?
Apply today and become part of our dynamic team!**

Interested applicants are encouraged to apply online at www.indeed.com by submitting a single PDF document that includes their cover letter, resume, and three (3) professional references.

We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation.

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

governWISE Alliance a division of Nokiiwin Tribal Council 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.

**Learn more at www.nokiiwin.com/work
Follow us on social media**

