



Employment Opportunity

Position: **Events and Administration Coordinator Intern**

Status: Full-time Term Contract
Opening Date: July 17, 2024
Location: 384 Fort William Road

Posting Reference #: NTC - XXXXX
Contract End Date: 52 weeks
Closing Date: July 26, 2024
Salary: \$28.00/hr (\$50,960.00 annually)

Position Overview:

The **governWISE Alliance** is an initiative of Nokiiwin 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 **Events and Administration Coordinator Intern**.

The **Events and Administration Coordinator Intern** is responsible for providing comprehensive administrative support, event coordination, and project management assistance to ensure the efficient operation of the organization. This role involves coordinating various activities such as events, workshops, meetings, and travel arrangements for team members, as well as maintaining critical business registries and supporting finance-related tasks. The coordinator will also assist in virtual webinars, social media content creation, and liaising with external partners, including Fanshawe College.

Key Responsibilities:

Event Coordination:

- Assist in planning and executing events, workshops, and meetings.
- Arrange travel accommodations and itineraries for team members.
- Coordinate logistics for virtual webinars and secure appropriate trainers.
- Support in hosting both virtual and in-person events, ensuring smooth operations.

Administrative Support:

- Develop and maintain tracking of First Nation Contacts using excel and various software programs.
- Assist in coordinating and hosting virtual and in-person meetings, recording action items, and ensuring timely follow-ups.
- Prepare and develop briefing notes or other communications to Chief & Council on behalf of team members.
- Provide general administrative support, including scheduling, communications, and document management.

Finance and Budget Coordination:

- Coordinate budgets and manage financial expenditures.
- Prepare and submit finance reports to key stakeholders.
- Liaise with Fanshawe College regarding Micro-Credential finance-related items.

Communications and Content Creation:

- Assist in developing social media content and designs using CANVA.
- Manage e-blasts and other communication tools as required.
- Engage in brainstorming sessions to generate new ideas and initiatives to better serve Ontario First Nations.

Team Collaboration:

- Participate in team meetings and intake sessions, contributing to discussions and recording action items.
- Collaborate within a team setting to address a variety of topics and initiatives requested by Ontario First Nations.

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 and submit three (3) work-related references by:

4:00 PM on Friday July 26, 2024

Attention: Human Resources, Nokiwin Tribal Council

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.