



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

## Indigenous Relations Project Intern

|                    |   |                         |
|--------------------|---|-------------------------|
| <b>Job ID</b>      | <b>21-CD-53-EB-BD-50</b>  |                         |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=21-CD-53-EB-BD-50">https://careers.indigenous.link/viewjob?jobname=21-CD-53-EB-BD-50</a> |                         |
| <b>Company</b>     | Ontario Public Service (OPS)  |                         |
| <b>Location</b>    | Thunder Bay, Ontario  |                         |
| <b>Date Posted</b> | From: 2021-09-28  | To: 2022-03-27          |
| <b>Job</b>         | Type: Fixed-term  | Category: Miscellaneous |
| <b>Job Salary</b>  | \$1,182.43 - \$1,389.01 Per Week  |                         |
| <b>Languages</b>   | English   |                         |

### Description

Experience working in the Ontario Public Serviceâ€”grow your future.

The Ontario Public Service (OPS) is dedicated to recruiting and advancing top talent while building a diverse public service that is reflective of Ontario's population and communities. This exciting opportunity offers recent Indigenous post-secondary graduates the opportunity to develop their careers and gain valuable work experience with one of Canada's Top 100 Employers.

Bring your knowledge, experience and perspective to the Ministry of Northern Development, Mines, Natural Resources and Forestry. Working with a team of engaged professionals and dedicated leaders, you'll take the next step in your career in a dynamic environment that provides opportunities for personal growth, competitive salary, mentorship, learning and development opportunities, and work-life balance.

We are currently looking for a motivated professional to join our dynamic team to provide project management support and apply your research, analytical, and communication skills to advance reconciliation initiatives in our ministry.

What can I expect to do in this role

As the Indigenous Relations Project Intern, you will:

- â€¢ provide project planning and implementation support to the Ministry's Indigenous initiatives related to Indigenous awareness programming, economic development, and the mineral sector

- â€¢ track project activities, including reviewing and monitoring project progress, key deliverables, timelines and budgets

- â€¢ assist in the development of workshops and events, and prepare presentations, work plans, briefings and reports

- â€¢ engage with Indigenous communities, other ministries and clients

- â€¢ conduct research and analysis for program initiatives and participate in the development of standards, processes and performance measures

- â€¢ participate in various committees and working groups (e.g., Ministry Inclusion Council)

Location: Thunder Bay

How do I qualify

Mandatory

- â€¢ You must have graduated from a college or university, with a degree, diploma or post-graduate certificate, within the past 5 years.

- â€¢ You must be an Indigenous person (i.e., First Nations, MÃ©tis, Inuit).

View Frequently Asked Questions (FAQ) for Indigenous Self-Identification

Specialized Knowledge

- â€¢ You have knowledge of Indigenous culture, governance, community perspectives and political dynamics.

- â€¢ You have knowledge of lands, resources and economic development issues and trends in Ontario.

Project Management and Organizational Skills

- â€¢ You can plan, organize, and manage multiple tasks and projects with competing deadlines.

- â€¢ You can assist with the planning and delivery of meetings, events, and workshops.

- â€¢ You have knowledge of project management tools and techniques, and experience in project delivery.

Communication and Interpersonal Skills

- â€¢ You have strong written and verbal communication skills to provide and exchange information, as well as prepare and present briefing and communications material.

- â€¢ You have proven interpersonal skills to liaise effectively with your team, as well as internal and external clients and partners, and can participate in and contribute to committees and projects.

Research and Analytical Skills

- â€¢ You can conduct research and environmental scans, and analyze and compile information/data into an understandable format.

- â€¢ You have knowledge of performance measurement methodologies and evaluation techniques.

Computer Proficiency

- â€¢ You are fully proficient in common software applications to prepare presentations, event promotions, and reports, and perform research on the internet/intranet.

OPS Commitment to diversity, inclusion, accessibility, and anti-racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the OPS Anti-Racism Policy and the OPS Diversity and Inclusion Blueprint pages to learn more about the OPS commitment to advance racial

equity,  
accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's Human Rights Code

. Refer to the application instructions below if  
you require a disability-related accommodation.

Salary Range: \$1,182.43 - \$1,389.01 Per Week

Additional Information:

• 1 Temporary, duration up to 12 months, 435 James St S, Thunder Bay, North Region

### **How to Apply**

Click Apply Now!

Please apply online, only, at [www.ontario.ca/careers](http://www.ontario.ca/careers), quoting Job ID 169394, by Tuesday, October 12, 2021. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at [www.gojobs.gov.on.ca/ContactUs.aspx](http://www.gojobs.gov.on.ca/ContactUs.aspx) to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's Human Rights Code.

[www.ontario.ca/careers](http://www.ontario.ca/careers)