



ATIKAMEKSHENG ANISHNAWBEK

Atikameksheng Anishnawbek will thrive together as a **strong and proud Nation** by honouring our gifts of Anishinabemowin and the Life of the Land.

Competition Number:	2021-045
Position:	Economic Development Intern
Department:	Lands and Economic Development
Employment Status:	Contract
Salary:	\$21.47/HR – 35 Hours per Week
Location:	Naughton, ON
Closing Date:	October 6, 2021 at 4:00pm

POSITION SCOPE:

Major responsibilities of an Economic Development Intern includes working with team members to assist in day-to-day activities of the department; assisting in coordination and preparation of reports; participating in meetings; assisting with funding applications and working alongside the Economic Development Team. You will be responsible to support Economic Development initiative that are taking place on Atikameksheng Anishnawbek.

REQUIRED QUALIFICATIONS:

Atikameksheng will be looking for candidates with an interest in business, economic development, and passion for supporting the Indigenous community. There will be no post-secondary requirement but those with relevant and applicable post-secondary education will be taken into consideration.

The intern will need a basic knowledge and understanding of financial statements, budgeting processes, project management as well as community and partner communication and networking capabilities. A strong willingness to learn and grow will be the key attribute Atikameksheng is looking for.

KEY RESPONSIBILITIES:

- Work alongside Community Programming to help with support and development
- Help Community Members with employment related needs
- Engage with businesses on and off reserve
- Participate on a variety of Committees
- Assist in research and applications for grant/funding opportunities
- Develop Project Management abilities, including budgeting, risk evaluation, planning and reporting
- Track progress, deadlines, and priorities of all projects
- Prepare Word, Excel and PowerPoint documents
- May be responsible for booking and recording meetings
- Properly handle client requests through responsiveness, follow-up, and escalation
- Work proactively with other team members
- Prioritize activities for the best interest of the team when working on joint projects
- Personable, able to deal with a variety of people comfortably and pleasantly
- Strong customer service skills
- Problem solving capabilities necessary to accomplish the duties and tasks of the position
- Exceptional written and oral communication skills
- Excellent organizational and planning skills
- Ability to share knowledge and work in a strong team-oriented environment

Please refer to our website: <https://atikamekshenganishnawbek.ca/> for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to employment@wlfm.com, by fax to 705-692-5010 or by mail to:

Human Resources,
25 Reserve Rd,
Naughton, ON
P0M 2M0

Please note that preference will be given to qualified Indigenous applicants. **Please self-identify.**
Only those considered for an interview will be contacted.