



Independent First Nations

Independent First Nations Education Intern

The IFN's are seeking a highly motivated dynamic individual to fulfill the responsibilities of Education Intern to work on behalf of the IFN Communities. This employment opportunity is open to members of the Independent First Nations (IFN).

Term

The IFN Education Intern will be hired for a TERM contract position ending on March 31, 2021. The IFN Education Intern will be governed and adhere to the IFN Personnel Policies.

Description

Under the direction of the IFN Leadership and the oversight of the IFN Intergovernmental Affairs Coordinator, the Independent First Nations Education Staff will provide supervisory oversight of and support to the Education Intern position to insure they will successfully fulfill the tasks included in the job Roles and Responsibilities.

Purpose and Scope of the Position

The IFN Education Intern position is designed to be an introduction to a career in education administration. The IFN Education Intern will work closely with the IFN Senior Policy Analysts to gain an overview of the educational landscape in IFN communities. However, the major functions of the IFN Education Intern are specific to Career Awareness and Promotion activities in IFN communities.

Duties and Responsibilities

1. Establish working relationships with the IFN Staff and educators in IFN communities;
2. Participate in training sessions to gain knowledge of IFN communities' educational programs/systems and other relevant provincial and federal education-related organizations;
3. Conduct a brief assessment of employment in the communities and compile an interim report for IFN leadership;
4. Hold virtual and/or in person career information sessions in IFN communities;
5. Network with IFN educators to administer a Career Interest Inventory with a target group of youth;
6. Develop a plan in collaboration with local educators to share the Inventory results with individual students;
7. Collaborate with IFN Education Staff to prepare a comprehensive report about the Career Promotion project for IFN leadership.

Working Conditions

Work requires the ability to take direction, prioritize, work independently and cope with many demands and time constraints

Work may require travel from time to time when it becomes safe to do so

Work may require flexible work hours

Working Relationships:

With Staff and Leadership

The IFN Education Intern will promote courtesy, cooperation and teamwork with IFN staff, including chiefs and portfolio holders and/or as identified

With External Agencies

Represents and promotes the Independent First Nations and seeks to develop sound professional working relationships on behalf of the IFN.

With the IFN Communities

Represents and promotes the Independent First Nations in a courteous manner and provides information and advice as required and directed.

Qualifications

Education and Experience

8. Grade twelve (12) or equivalent required.
9. Post-secondary program in education-related field.

Skills & Abilities

10. Excellent oral and communication skills
11. Essential computer competencies
12. Ability to establish priorities
13. Organizational skills
14. Ability to be creative, conceptual thinking, and relationship skills
15. Research and analytical skills
16. Ability to take direction under restraint timelines to carry out IFN activities
17. Ability to work with diverse Independent First Nation Communities
18. Ability to maintain a professional public image representing the IFN
19. Ability to maintain confidentiality

Other

20. Valid Ontario Driver's License and insurable.
21. Must be aged 30 or younger
22. CPIC upon request

Location



Satellite Office

Salary

\$ 15.00/Hour or \$ 29,250.00 per annum

Applications must include

1. Current covering letter
2. Current resume
3. Three names (not letters) or references with telephone numbers (one must be current or most recent employer)
4. Copies of driver's license and education documents

Only those applicants who will be granted an interview will be contacted. Thank you to each applicant for your interest.

Closing Date:

October 7, 2020 @ 5:00 pm

Contact / application information:

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