

## Employment Opportunities

### Various Summer Student Position

May 13, 2024, to August 23, 2024.

Nishnawbe Aski Nation is now accepting applications for the following summer assistants:

- **Summer Student- Early Years Department**
- **Summer Student- Justice Research and Policy Department**
- **Summer Student- Reclamation and Healing Department**
- **Summer Student- Information Technology Department**

As a condition of funding, the position is open to returning full-time, aboriginal students aged 18 to 29 (inclusive) who will attend an accredited post-secondary institution full-time in September 2024. Students must meet other eligibility criteria set forth by the Government of Canada. Employment is dependent upon funding provided by Indigenous and Northern Affairs Canada.

**Interested applicants should be aware that while this program is scheduled to run from May 13, 2024, to August 23, 2024, the program timelines may be modified at any time (including alteration of scheduled start and/or end dates).**

**All interested students MUST submit an application form, cover letter, resume and at least one reference. The deadline for applications is 4:00pm EST March 22, 2024.**

**Applications may be submitted by email to [jharju@nan.ca](mailto:jharju@nan.ca)**

For more information and to download the application form, please visit [www.nan.ca](http://www.nan.ca) or contact Jill Harju, Recruitment and Training Coordinator.

# NAN CORPORATE SERVICES

100 Back Street, Unit 200  
Thunder Bay, ON P7J 1L2  
www.nan.ca

Phone (807) 623-8228  
Fax (807) 623-7730  
Toll Free 1-800-465-9952

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**JOB TITLE**                    **SUMMER STUDENT- EARLY YEARS DEPARTMENT**  
This student position will provide support to both the Early Years and Early Learning and Child Care teams.

**SUPERVISORS**                Polly Anna Francis, Early Years Manager  
Kristy Hankila, Early Learning and Child Care Manager

## **MAJOR DUTIES/ACTIVITIES**

- Provide assistance and support to communities in the development and coordination of NAN early years and childcare programs and initiatives.
- Develop and seek out program resources and distribute to communities, i.e., program manual/reporting guidelines/sharing best practices.
- Research, integrate and share best practices/innovations in the early years field.
- Work collaboratively with the Early Years and Early Learning and Child Care Teams on the integration of early years, early learning and childcare, FASD, Infant Mental Health, and other initiatives.
- Minute taking for Internal and External meetings.
- Prepare correspondence, memos, briefing notes and other materials.
- Assist with arrangements for the NAN Chief's Meeting
- Provide administrative support.
- Assist with file management.
- Assist with special projects.
- Travel to NAN communities on a regular basis.
- Assist in the planning of conferences, meetings, or training sessions.
- Attend meetings, workshops, or other events, as required.
- Perform other duties as assigned by the Early Years and Early Learning and Child Care Managers

## **EXPECTED EMPLOYABILITY SKILLS GAINED/ENHANCED**

- Opportunity to increase understanding of Early Years best practices across NAN territory
- Be involved in making a difference. Supporting and enhance programming for children 0-6 and their families.
- Develop time management, typing, organizational, and computer skills.
- Practical experience in a fast-paced office environment
- Opportunity to work with all levels of the organization
- Exposure to duties and activities of senior management positions.

**DISCIPLINE**                    post-secondary student in Early Childhood Education, Social Work, or another related field.

**LOCATION**                        Nishnawbe Aski Nation  
200 Syndicate Ave. South

**DURATION**                    15 weeks  
May 13, 2024, to August 23, 2024.

**WAGE RATE/HOUR**            \$16.65 + 4% vacation pay

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**JOB TITLE**                    **SUMMER STUDENT- JUSTICE RESEARCH AND POLICY DEPARTMENT**

**SUPERVISOR**                Natalie Binguis, Director of NAN Justice Research and Policy Department

## **MAJOR DUTIES/ACTIVITIES**

- Minute taking for Internal and External meetings.
- Prepare correspondence, memos and assist with briefing notes
- Assist with arrangements for the NAN Chief's Meeting
- Track current events in the justice and legal sector
- Conduct research to support department mandates
- Draft briefing notes and powerpoint slides
- Planning and preparation for engagement meetings
- Provide administrative support.
- Assist with file management
- Prepare materials as required.
- Assist with special projects.
- All other tasks as assigned

## **EXPECTED EMPLOYABILITY SKILLS GAINED/ENHANCED**

- Develop time management, typing, organizational, and computer skills.
- Practical experience in a fast-paced office environment
- Opportunity to work with all levels of the organization
- Exposure to duties and activities of senior management positions.

**DISCIPLINE**    Post-secondary student in Aboriginal Community Advocacy, Aboriginal Canadian Relations, Police Foundations, Political Science, Sociology, Social Justice, Law, History, or other related field.

**LOCATION**                    Nishnawbe Aski Nation  
200 Syndicate Ave. South

**DURATION**                15 weeks  
May 13, 2024, to August 23, 2024.

**WAGE RATE/HOUR**        \$16.65 + 4% vacation pay

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**JOB TITLE**                    **SUMMER STUDENT- RECLAMATION AND HEALING DEPARTMENT**

**SUPERVISOR**                Rachel Kakegamic, Director of Reclamation and Healing

## **MAJOR DUTIES/ACTIVITIES**

- Minute taking for Internal and External meetings.
- Prepare correspondence, memos and assist with briefing notes
- Assist with arrangements for the NAN Chief's Meeting
- Provide administrative support.
- Assist with file management.
- Prepare materials as required.
- Assist with special projects.
- All other tasks as assigned.

## **EXPECTED EMPLOYABILITY SKILLS GAINED/ENHANCED**

- Develop time management, typing, organizational, and computer skills.
- Practical experience in a fast-paced office environment
- Opportunity to work with all levels of the organization
- Exposure to duties and activities of senior management positions.

**DISCIPLINE**    Post-secondary student in social work, social service work, health or other related field.

**LOCATION**                      Nishnawbe Aski Nation  
200 Syndicate Ave. South

**DURATION**                    15 weeks  
May 13, 2024, to August 24, 2024.

**WAGE RATE/HOUR**            \$16.65 + 4% vacation pay

**JOB TITLE** Summer Student - Information Technology Department

**SUPERVISOR** Angela Crozier

## MAJOR DUTIES/ACTIVITIES

- Upload/Download Digital Files and Data
- Organize records and documents
- Scan documents and input data
- Assist with file management
- Assist with NAN warehouse activities
- Collect and store department data in an efficient, organized and confidential manner using SharePoint.
- Support the NAN chiefs assembly, and NAN activities as required.
- Attend all organizational meetings as requested
- Adhere to NAN policies, procedures, and protocols.
- Complete all mandatory training assigned.
- This position may require travel at times by car or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.
- Other duties as required.

## EXPECTED EMPLOYABILITY SKILLS GAINED/ENHANCED

- Develop time management, typing, organizational, and computer skills.
- Practical experience in a fast-paced office environment
- Opportunity to work with all levels of the organization
- Exposure to duties and activities of senior management positions.

**DISCIPLINE** Post-secondary student in information technology, business administration, office administration or another related field.

**LOCATION** Nishnawbe Aski Nation  
600 Balmoral St. Thunder Bay, ON

**DURATION** 15 weeks  
May 13, 2024, to August 23, 2024.

**WAGE RATE/HOUR** \$16.65 + 4% vacation pay

## APPLICATION FOR SUMMER EMPLOYMENT

Position(s) Applied for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Information**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this address on a First Nation?

YES

NO

What is your area of study? \_\_\_\_\_

Are you a Status Indian?

YES

NO

Are you currently a Full-Time Post Secondary Student or Secondary School Graduate?

Will you be returning to school as a Full-Time Post Secondary Student this fall?

Have you been convicted of a criminal offence for which a pardon has not been granted?

Do you have a permanent residence on a First Nation?

Are you between the ages of 18 and 29 (inclusive)?

**To be considered for employment, please ensure the following have been completed:**

Application Complete

Cover Letter Attached

Resume Attached

At least 1 reference attached

**Questions and completed applications may be sent to:**

Jill Harju, Recruitment and Training  
Coordinator

Phone: (807) 473-1020

Fax: (807) 623-7730

E-mail: [jharju@nan.ca](mailto:jharju@nan.ca)