

## **Employment Opportunities**

### **Various Summer Student Positions**

**May 11, 2026, to August 21, 2026.**

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

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

**As a condition of funding, the positions are open to returning full-time, First Nation students aged 18 to 29 (inclusive) who will attend an accredited post-secondary institution full-time in September 2026. 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 11, 2026, to August 21, 2026, 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 Sunday April 12, 2026.**

Applications may be submitted : [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**                    **Student Justice Policy Analyst**

**SUPERVISOR**                Director of NAN Justice Research and Policy Department

## **MAJOR DUTIES/ACTIVITIES**

The Summer Student supports the daily operations of the Justice Research and Policy Department. This position provides administrative, research, and event support while gaining valuable experience in governance, community engagement, and leadership.

- Minute taking for Internal and External meetings.
- Prepare correspondence, memos and 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

## **LEARNING OUTCOMES**

- Develop time management, organizational, and computer skills
- Practical experience in a fast-paced office environment
- Increased understanding of First Nation governance and political processes
- Experience working in a team-oriented environment
- Opportunity to work with all levels of the organization

## **QUALIFICATIONS**

- Currently enrolled in post-secondary education in Indigenous Community Advocacy, Indigenous Canadian Relations, Police Foundations, Political Science, Sociology, Social Justice, Law, History, or other related field. Strong communication and organizational skills
- Basic computer skills (Microsoft Office, email, internet research)
- Ability to maintain confidentiality and work respectfully within a political environment

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

**DURATION**                    15 weeks  
May 11, 2026, to August 21, 2026.

**WAGE RATE/HOUR**            \$17.75 + 4% vacation pay

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**JOB TITLE** Summer Student – Reclamation and Healing Department

**SUPERVISOR** Reclamation and Healing Program Manager

## MAJOR DUTIES/ACTIVITIES

The Summer Student supports the daily operations of the Reclamation and Healing department. This position provides administrative, research, and event support while gaining valuable experience in governance, community engagement, and leadership.

- Assist with general office duties (filing, organizing documents, data entry, answering phones)
- Support staff with research related to policies, programs, and community initiatives
- Help prepare meeting materials, reports, and presentations
- Assist with planning and coordinating meetings, events, and community gatherings
- Engage respectfully with community members and partners
- Provide emotional/mental wellness/cultural support to the NAN community members we serve.
- Assist in resource navigation for NAN Communities and their members.
- Minute taking for internal and external meetings
- Assist with arrangements for the NAN Chiefs-in-Assembly Meeting
- Assist with special projects
- Perform other related duties as assigned

## LEARNING OUTCOMES

- Develop time management, organizational, and computer skills
- Practical experience in a fast-paced office environment
- Increased understanding of First Nation governance and political processes
- Experience working in a team-oriented environment
- Opportunity to work with all levels of the organization

## QUALIFICATIONS

- Currently enrolled in post-secondary education in Social Work, Social Services, Sociology, Political Science, Indigenous Studies or other related fields.
- Strong communication and organizational skills
- Basic computer skills (Microsoft Office, email, internet research)
- Ability to maintain confidentiality and work respectfully within a political environment

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

**DURATION** 15 weeks  
May 11, 2026, to August 21, 2026.

**WAGE RATE/HOUR** \$17.75 + 4% vacation pay

**JOB TITLE** Summer Student; Early Years Department

**SUPERVISOR** Early Years Manager

## MAJOR DUTIES/ACTIVITIES

The Summer Student supports the daily operations of the Early Years Department. This position provides administrative, research, and event support while gaining valuable experience in governance, community engagement, and leadership.

- Assist with general office duties (filing, organizing documents, data entry, answering phones)
- Support staff with research related to policies, programs, and community initiatives
- Help prepare meeting materials, reports, and presentations
- Assist with planning and coordinating meetings, events, and community gatherings
- Engage respectfully with community members and partners
- Minute taking for internal and external meetings
- Assist with arrangements for the NAN Chiefs-in-Assembly Meeting
- Assist with special projects
- Perform other related duties as assigned
- Set up of Early Years Information Booths; assistance to program staff to share information about neurodiversity, autism awareness, FASD information, and other relevant program information
- Travel to First Nation Communities based on availability and with reasonable notice
- Program shopping for department events
- Assist with organization of department supplies, swag, and event materials

## LEARNING OUTCOMES

- Develop time management, organizational, and computer skills
- Practical experience in a fast-paced office environment
- Increased understanding of First Nation governance and political processes
- Experience working in a team-oriented environment
- Opportunity to work with all levels of the organization

## QUALIFICATIONS

- Currently enrolled in post-secondary education in “Early Childhood Education, Social Services” or other related field.
- Strong communication and organizational skills
- Basic computer skills (Microsoft Office, email, internet research)
- Ability to maintain confidentiality and work respectfully within a political environment

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

**DURATION** 15 weeks  
May 11, 2026, to August 21, 2026.

**WAGE RATE/HOUR** \$17.75 + 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? (To apply, you **MUST** be 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)