

Job Opportunity at Oshki-Pimache-O-Win: The Wenjack Education Institute

Position: Project Assistant Intern

Contract Duration: 52 weeks (Full-time)

Location: Thunder Bay, Ontario

Hourly Wage: \$25.00

We're excited to offer a unique opportunity for a dynamic and energetic individual to join our team as a Project Assistant Intern. This position is crucial in supporting the development and delivery of online and instructor-led educational programs. We encourage applications from Indigenous candidates ready to bring their expertise to our team.

Responsibilities:

- Assist in the research and preparation of documents for project reports.
- Utilize project management tools to monitor plans, budgets, and expenditures.
- Communicate effectively with project teams and administration.
- Support project performance monitoring in terms of cost, schedule, and quality.
- Engage in office administration tasks and contribute to positive stakeholder relationships.

Accountability:

- Daily responsibilities are overseen by the Vice President.
- Overall performance is accountable to the President.

Qualifications:

- Bachelor's degree required; pursuing a Master's in Indigenous Learning, Social Sciences, or a related field is advantageous.
- Training in qualitative and quantitative research, especially with Indigenous research methodologies.
- Experience with Indigenous communities, understanding their cultures, customs, and communication styles.
- Fluency in Ojibwe, Oji-Cree, or Cree is a significant asset.

Conditions of Employment:

Funded by the Northern Ontario Heritage Fund Corporation (NOHFC); must meet funding criteria.

Proof of COVID-19 vaccination required.**NOHFC Eligibility:**

- New workforce entrants, career transitioners, or those unemployed/underemployed.
- First-time participants in NOHFC's People & Talent Program.
- Minimum age of 18.
- Legal entitlement to work in Canada.
- Residency in Thunder Bay, Ontario post-hiring.

We highly encourage Indigenous candidates and those willing to travel to remote First Nation communities to apply.

Apply Today: <https://bit.ly/3WBOPjv> 

Please submit your cover letter and resume to hr@oshki.ca