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**Apply By:** Wednesday, May 11, 2022 11:59 pm EDT

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## Job Information

# INDIGENOUS RELATIONS INTERN

**Organization:**

Ministry of Northern Development, Mines, Natural Resources and Forestry

**Division:**

Regional Operations Division

**City:**

Thunder Bay

**Job Term:**

1 Temporary fixed term contract for up to 12 months

**Job Code:**

12100 - Community Planner 1

**Salary:**

\$929.98 - \$1,121.42 Per Week\*

\*Indicates the salary listed as per the OPSEU Collective Agreement.

Understanding the job ad - definitions

**Posting Status:**

Open

**Job ID:**

180982

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**Experience working in the Ontario Public Service – grow your future.**

The OPS is dedicated to recruiting and advancing top talent while building a diverse public service that is reflective of Ontario's population and communities. This exciting opportunity offers recent Indigenous post-secondary graduates the opportunity to develop their careers and gain valuable work experience with one of Canada's top employers.

Bring your knowledge, experience and perspectives to the Ministry of Northern Development, Mines, Natural Resources and Forestry. Working with a team of engaged professionals and dedicated leaders, you'll take the next step in your career in a dynamic environment that provides opportunities for personal growth, competitive salary, mentorship, learning and development opportunities, and work-life balance.

### What can I expect to do in this role?

Join the Regional Operations Division where you will support the team in providing analysis and advice on natural resource projects and apply your research, analytical, and communication skills to advance

reconciliation initiatives in our ministry.

We are looking for a dynamic individual to join our team to assist in the development of a wide range of programs, policies and strategic initiatives related to the divisional goal to support sustainable natural resource development in Ontario. The successful candidate will have the support of a professional and welcoming team, a hands-on manager to ensure your success and development, and you will be assigned a mentor who will help in your professional growth.

- track project activities, including reviewing and monitoring project progress, key deliverables, timelines and budgets
- assist in the development of workshops and events, and prepare presentations, work plans, briefings and reports
- engage with Indigenous communities, district staff, other ministries and clients
- conduct research and analysis for program initiatives and participate in the development of standards, processes and performance measures

## How do I qualify?

### Mandatory

- You must have graduated from a college or university, with a degree, diploma or post-graduate certificate, within the past 5 years.
- You must be an Indigenous person (i.e. First Nations, Métis, Inuit).

[View Frequently Asked Questions \(FAQ\) for Indigenous Self-Identification](#)

### Specialized knowledge:

- You have knowledge of Indigenous culture, governance, community perspectives and political dynamics.
- You have knowledge of lands, natural resources and development issues in Ontario.

### Project management and organizational skills:

- You can plan, organize, and manage multiple tasks and projects with competing deadlines.
- You can assist with the planning and delivery of meetings, events, and workshops.
- You have knowledge of project management tools and techniques and experience in project delivery.

### Communication and interpersonal skills:

- You have strong written and verbal communication skills to provide and exchange information, as well as prepare and present briefing and communications material.
- You have proven interpersonal skills to liaise effectively with your team, as well as internal and external clients and partners, and can participate in and contribute to committees and projects.

### Research and analytical skills:

- You can conduct research and environmental scans, and analyze and compile information/data into an understandable format.
- You have knowledge of performance measurement methodologies and evaluation techniques.

### Computer proficiency:

- You are fully proficient in common software applications to prepare presentations, event promotions, and reports, and perform research on the internet/intranet.

### OPS Commitment to diversity, inclusion, accessibility, and anti- racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#). Refer to the application instructions below if you require a disability-related accommodation.

## Additional Information

### Address:

- 1 Temporary, duration up to 12 months, 435 James St S, Thunder Bay, North Region

### Compensation Group:

Ontario Public Service Employees Union

Understanding the job ad - definitions

### Schedule:

3-A

### Category:

Internships

### Posted on:

Wednesday, April 20, 2022

### Note:

- Proof of eligibility to work in Canada is required.
- Candidates are only eligible to participate in one MNRF 12-month placement and must not have participated in the MNRF internship program in the past.

### How to apply:

1. You must [apply online](#).
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.

5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

**All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.**

**Remember:** The deadline to apply is **Wednesday, May 11, 2022 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.  
Accommodation is available under the [Ontario's Human Rights Code](#).**

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