



OSHKI-PIMACHE-O-WIN: THE WENJACK EDUCATION INSTITUTE

Employment Opportunity

PROJECT ASSISTANT INTERN (52-week contract)

We are seeking a highly motivated, energetic, and organized individual to join our team as a Project Assistant Intern. This position provides direct support to the Vice-President, Academics and the Manager of Student Success, contributing to initiatives that advance academic programming, student success, and Indigenous-focused learning.

This position is funded through the Northern Ontario Heritage Fund Corporation (NOHFC) – Indigenous Workforce Development Stream. As a condition of funding, applicants must self-identify as having Indigenous ancestry (First Nation, Métis, or Inuit) and meet NOHFC program eligibility requirements. The Project Assistant Intern will support projects related to the development of online courses and academic programs, as well as assist with the coordination, production, and delivery of instructor-led learning activities.

ACCOUNTABILITY:

The Project Assistant Intern reports to and is accountable to the Vice-President, Academics on a day-to-day basis, with functional support provided by the Manager of Student Success.

MAJOR RESPONSIBILITIES:

The Project Assistant Intern will be responsible for the following duties:

- Assist the Vice-President, Academics, Manager of Student Success, and project lead with research, data collection, and preparation of documentation for reports and academic initiatives
- Support projects related to academic programming, online learning development, and student success initiatives
- Utilize project planning, scheduling, and tracking tools to monitor timelines, work hours, budgets, and expenditures
- Prepare, maintain, and distribute regular project status and progress reports
- Communicate project updates, risks, and milestones accurately and effectively to internal stakeholders
- Support the project management team by monitoring project performance related to cost, schedule, and quality
- Provide administrative and coordination support for ongoing academic and student-focused projects
- Assist in fostering positive, respectful, and collaborative relationships with Indigenous communities, partners, and stakeholders

QUALIFICATIONS:

Education & Experience

- Bachelor's degree required; currently enrolled in or recently accepted into a bachelor's degree in Indigenous Learning, Social Sciences, Education, or a closely related field
- Training and experience in qualitative and quantitative research, with demonstrated

knowledge of Indigenous research methodologies

- Experience working with Indigenous students, communities, or community organizations
- Demonstrated understanding of Indigenous cultures, communities, protocols, practices, and communication styles
- Indigenous ancestry is required under program funding; knowledge of an Indigenous language is considered an asset

Core Competencies

The successful candidate will demonstrate strength in the following areas:

- Strong verbal, written, listening, and presentation communication skills
- Excellent organizational skills with the ability to manage multiple priorities and deadlines
- Effective problem-solving and analytical thinking skills
- Experience preparing progress reports or project documentation
- Ability and willingness to travel to remote and rural First Nation communities
- Fluency in Ojibwe, Oji-Cree, or Cree is considered an asset

NOHFC ELIGIBILITY

Applicants must meet the following NOHFC program criteria:

- Be a new entrant to the workforce, transitioning to a new career, or unemployed/underemployed and entering a new field
- Have not previously participated in NOHFC's People & Talent Program
- Be at least 18 years of age
- Working 35 hours a week
- Upon hire, reside in the Northern Ontario community where they are employed
- Be legally entitled to work in Canada
- Not be a child, sibling, parent, spouse, or cohabitating partner of any individual involved in the employer's hiring or decision-making process

This position offers an hourly wage of \$28.67 per hour. If you are interested in this exciting employment opportunity, please submit your cover letter and a resume to HR@oshki.ca



Indigenous Workforce Development Stream.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Indigenous Workforce Development Program. It is a requirement under this program that the selected candidate for this position self-identify as an Indigenous person. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/indigenous-workforce-development-stream>