



Join Our Team!

Indigenous Governance and Administrative Officer Intern

Full-Time | Internship (NOHFC Funded)

Position: Indigenous Governance and Administrative Officer Intern

Location: Shingwauk Kinooaage Gamig (SKG) – Sault Ste. Marie, Ontario

Employment Type: Full-Time, Contract (35 hours/week)

Reports To: President and Chief Administrative Officer (CAO)

Salary: \$18.50 – \$22.50 per hour (commensurate with experience)

About Shingwauk Kinooaage Gamig

Shingwauk Kinooaage Gamig (SKG) is an Indigenous-governed, First Nations–controlled post-secondary institution in Baawaating (Sault Ste. Marie), Ontario. Rooted in Anishinaabe values, SKG delivers accredited, community-based programs that advance language revitalization, cultural knowledge, and land-based learning in support of Indigenous self-determination and learner success. We are seeking a motivated, community-minded individual to join our team as an Indigenous Governance and Administrative Officer Intern.

Position Summary

The Indigenous Governance and Administrative Officer Intern will work directly under the supervision of the President and CAO, providing broad support across governance, administration, and operations. This internship is designed to build the intern's capacity in Indigenous organizational leadership, governance practices, and professional administration within a First Nations-controlled institution. The successful candidate will gain hands-on experience in governance documentation, community relations, policy support, and day-to-day organizational administration.

Key Responsibilities

Governance Support

- Assist the President and CAO in preparing governance-related documents, briefing notes, reports, and correspondence.
- Support the preparation and distribution of Board and committee meeting agendas, minutes, and supporting materials.
- Assist in tracking and following up on governance decisions, action items, and organizational commitments.
- Research Indigenous governance frameworks, policies, and best practices to support organizational decision-making.
- Support the review, drafting, and updating of organizational policies, procedures, and bylaws as directed.

- Liaise with internal departments, community members, and external partners on behalf of the President and CAO as required.

Administration & Operations

- Greet and welcome all visitors, students, staff, and community members in a warm and culturally respectful manner
- Manage incoming calls, emails, and inquiries; direct and respond professionally on behalf of the office
- Prepare, format, and proofread correspondence, memos, reports, presentations, and other documents
- Maintain and organize both electronic and physical filing systems with accuracy and confidentiality
- Schedule and coordinate meetings, appointments, travel arrangements, and events; prepare and distribute meeting materials
- Process and track invoices, expense forms, purchase orders, and financial documents for submission and record-keeping
- Assist with data entry and maintenance of organizational databases, records, and archives
- Manage and replenish office supplies and inventory; coordinate with vendors as needed

Community & Cultural Engagement

- Support the planning, coordination, and delivery of community events, cultural gatherings, and organizational functions
- Assist in maintaining positive and respectful relationships with community members, partner organizations, and stakeholders
- Contribute to the promotion of Anishinaabe language and culture within the workplace and broader SKG community
- Perform other duties as assigned by the President and CAO

Qualifications & Requirements

Required

- A recent graduate from a post-secondary program in Indigenous Studies, Public Administration, Business Administration, Political Science, or a related field.
- Strong written and verbal communication skills, including the ability to prepare clear and professional documents
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams)
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and work independently
- Demonstrated ability to handle confidential information with discretion and professionalism
- Valid driver's license and access to reliable transportation
- Clear Criminal Record Check (required prior to start)

Assets

- Knowledge of and respect for Anishinaabe culture, traditions, protocols, and values
- Ability to speak or willingness to learn Anishinaabemowin
- Experience working within an Indigenous organization, First Nation community, or community-based setting
- Understanding of Indigenous governance structures, self-determination, and treaty rights
- Familiarity with post-secondary or educational environments

What We Offer

Head Office:
7 Shingwauk St.
Garden River, ON
P6A 6Z8



Centre of Excellence in Anishinaabe Education

Phone: 705.998.2496
www.shingwauku.org

- A culturally grounded, Indigenous-governed post-secondary environment rooted in Anishinaabe values and relational accountability
- A collaborative and community-centered workplace where your contributions directly support Indigenous self-determination
- Mentorship and professional development under senior Indigenous organizational leadership

How to Apply

Interested applicants are invited to submit a cover letter, résumé, and three (3) professional references in a single PDF or Word document to:

Human Resources | Shingwauk Kinooaage Gamig

Email: careers@shingwauku.org

Please include “Indigenous Governance and Administrative Officer Intern” in the subject line.

Application Deadline: Open until filled. We encourage early application.

NOHFC Candidate Eligibility Criteria

- Candidate must identify as an Indigenous person, including First Nation, Métis, or Inuit.
- Candidate must be a new entrant into the workforce, transitioning to a new career, or unemployed/underemployed and entering a new field.
- Candidate must not have previously participated in an NOHFC-funded internship under the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed.

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Mailing Address: 1491 Queen Street E, Sault Ste. Marie, Ontario P6A 2G5