

INDIGENOUS INNOVATION INITIATIVE SUMMER STUDENT (1 POSITION AVAILABLE)

The Indigenous Innovation Initiative (referred to as “I3”), hosted by Grand Challenges Canada in Toronto, Canada, is a platform to identify and support Indigenous innovators seeking to make a big impact in Indigenous communities. The I3 is launching its inaugural program “Advancing Indigenous Gender Equality through Innovation and Social Entrepreneurship” in mid-2020. The I3 team is currently seeking to fill one summer student position with a candidate who is skilled in and looking to build skills in community development and program development.

Purpose

- Support the development and delivery of the I3’s Advancing Indigenous Gender Equality through Innovation and Social Entrepreneurship program.
- Assist in the coordination of and participate in application review processes.
- Assist with the execution of I3 communications activities.
- Not limited to the activities below.

Responsibilities	Sample Tasks and Activities
Assist in the development of program materials	<ul style="list-style-type: none"> • Assist in the creation of capacity building supports for Indigenous applicants. • Create outreach materials and documents for the program
Assist in the review of project proposals	<ul style="list-style-type: none"> • Help coordinate the review process with internal and external reviewers • Participate alongside I3 team members in the review of applications for seed funding
Assist in the Indigenous Innovations Initiatives overall communication strategy activities	<ul style="list-style-type: none"> • Assist with ongoing content creation for press releases, social media and the I3 website • Develop a centralized communications calendar and populate with events • Develop plans for local and national engagement to talk about I3’s undertakings
Provide general support	<ul style="list-style-type: none"> • Assist in the planning and execution of Indigenous Awareness Month activities • Provide event planning support for both regular meetings and special initiatives (i.e., innovator and partner conferences), coordinating team-wide Lunch and Learns, etc • Assist with ad hoc, day-to-day operational tasks

Competencies and Qualifications

- The ideal candidate will be an Indigenous post-secondary student in a relevant discipline (e.g., Indigenous studies, political science, economics, sociology, environmental science, business/commerce, public health, etc.)
- Strong writing, analytical and interpersonal skills, as well as experience with the Microsoft Office suite of programs and WordPress is essential.
- Event planning experience is an asset.
- The ability to work effectively in a fast-paced environment, multi-task and respond to ad-hoc requests is essential; must have demonstrated ability to work with minimal supervision.
- A demonstrated ability through previous employment to build consensus and coordinate the implementation of multi-stakeholder projects will be a significant advantage.
- Indigenous candidates are especially invited to apply.