



EMPLOYMENT OPPORTUNITY

Position Title:	Community Engagement Intern
Report To:	Director of Energy Services
Location:	38 Micmac Rd, Natoaganeg (Eel Ground), NB
Application Deadline:	November 29, 2024
Anticipated Start Date:	January 6, 2025 (1 year term)

NSMTC Member Communities:

Natoaganeg (Eel Ground), Metepenagiag (Red Bank), Oinpegitjoig (Pabineau), Ugpi'ganjig (Eel River Bar), Amlamgog (Fort Folly), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche)

Purpose of the Position:

The Community Engagement Intern will provide administrative support to the North Shore Mi'kmaq Tribal Council (NSMTC) Energy Services Division, play a lead role in the organizing and delivery of community engagement sessions in support of various projects and initiatives, and will be responsible for establishing and maintaining healthy relationships with leadership and administration staff in NSMTC Member Nations.

Key Responsibilities:

- Provide administrative support to the NSMTC Energy Services Team, ensuring effective coordination and accurate documentation of activities.
- Assist in organizing and delivering various community engagement sessions aimed at promoting Energy Services and various initiatives our team is involved with.
- Build and maintain healthy relationships with leadership and staff in our NSMTC Member Nations, to encourage collaboration and trust.
- Support the development of curriculum and learning modules for the 2025 Waqme'k Wasoqnamaqaney STEM/Energy Summer Camp, focusing on building STEM skills and energy literacy.
- Conduct research to guide curriculum development and identify effective practices in energy education for our First Nation communities.
- Develop partnerships with government agencies, NGOs, and private sector organizations to strengthen program resources and support.
- Identify potential funding opportunities and resource streams to aid in the development and execution of educational programs.
- May involve other responsibilities aligned with the organizational objectives.



Qualification and Skills:

- Post-secondary diploma in education, communications, marketing, business, or related field considered an asset.
- Proficiency with Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams, etc.) and the ability to learn other software applications.
- Excellent written and oral communication skills in English; proficiency in Mi'kmaq will be considered an asset.
- Ability to work independently and as part of a team.
- Flexibility to adapt to changing working conditions.
- Knowledge and understanding of Indigenous culture, values, and traditions.
- Experience with graphic design, communications, managing social media channels, working with youth considered an asset.

What We Offer:

A work culture that supports employee wellbeing, diversity, engagement and a sense of belonging. Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nation communities.

Additional Information:

If you are passionate about directly supporting First Nation communities and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position.

This is a 52-week (1 year) contract position. Salary will be based on the successful candidate's education, experience, and qualifications. **The candidate must be of First Nations descent and between 18-30 years of age, as funding for this position is contingent upon these criteria.**

Application Deadline:

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at careers@nsmtc.ca by no later than November 29, 2024, at 4:00pm.

We thank those who apply, but only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.