



Energy Resources Intern for Opiikapawiin Services LP – **Internship**

Company Background

Opiikapawiin Services LP (“OSLP”) was established by a partnership of 22 First Nations in northwestern Ontario. The 22 First Nations partnership is also majority owner in Wataynikaneyap Power, a transmission company building 1800km of new transmission line to connect remote First Nations to the provincial grid. Opiikapawiin is primarily responsible for administering projects and programs for Wataynikaneyap Power relating to community engagement, community readiness, education & training, business readiness, stakeholder engagement (including government relations), communications, and capacity building. Opiikapawiin will also support the First Nations partnership in the management of its investment in Wataynikaneyap, which includes raising equity for the First Nations interest in the transmission project.

Job Description

The Energy Resources Intern is a full-time intern, who will be responsible for assisting in the creation and maintenance of digital content, perform administrative, research and design tasks to support the OSLP team.

The Energy Resources Intern will represent Opiikapawiin and Wataynikaneyap in a professional manner at all times. The person in this role will work directly with the Project Manager of IT and the Indigenous Participation Manager. (?)

Since Opiikapawiin is an organization that provides services in First Nations communities, the ideal applicant will possess a demonstrated knowledge of First Nations protocols, language, and culture.

Duties and Responsibilities

Energy Resources Intern shall be responsible for the following:

Key Responsibilities:

- Assist in internal research of new business initiatives that can be shared with First Nation communities.
- Assist in researching funding opportunities available to First Nations communities and businesses
- Assist in the development of the OSLP’s newsletters, articles and event emails.
- Assist in document preparation
- Develop illustrative content through the Adobe Creative Suite, Microsoft Publisher, Acrobat Pro, Photoshop, Illustrator, and Indesign etc.
- Create and post relevant OSLP content to social media pages as approved.
- Assist in the development of informative documents such as fact sheets
- Assist with document design and layout.
- Assist with coordinating media campaigns, including the production and placement of social media videos.
- Assist with event planning and coordination.
- Perform general administrative support for the OSLP staff, this includes proofing communication materials, maintaining distribution lists, printing etc.
- Manage library of design publications and research documents.

Qualifications

Education & Experience:

- College Diploma in the field of office/business administration or a Business, Marketing, Human Resources, Education, Communications
- Bachelor's Degree in Business, Marketing, Education, Human Resources, Communications or a related field from an accredited university

Other Skills and Abilities:

- Excellent time management skills and multi-tasking ability
- Excellent written and verbal communication skills
- Interact effectively with all levels of the organization in a fast-paced, team-oriented workplace
- Proficient in Microsoft Office, Word, Excel, Powerpoint and Outlook required
- Strong working knowledge of Adobe Creative Suite (Photoshop, InDesign, Illustrator)
- Good interpersonal skills
- Strong understanding of Indigenous culture in Northwestern Ontario and protocols
- Knowledge of the economic, social, and political environment of Northwestern Ontario and/or experience with remote community realities
- Knowledge of record-keeping procedures and practices
- Proficient written and verbal communication skills in English; the ability to communicate verbally in the Indigenous languages spoken in Northwestern Ontario is not required but considered an asset
- Computer literacy and knowledge of software with a strong proficiency with Microsoft Office applications including Microsoft Project
- Knowledge of databases and database software
- Valid Class "G" license

Employment Type, Location, and Start Date

300 Anemki Place, Suite "C"

Fort William First Nation
Thunder Bay, ON

The expected Start Date for the Energy Resources Intern will be Monday, July 30th.

The Energy Resources intern will work Monday to Friday within normal business hours.

Please note that this is a contract position for the term of one year.

Compensation

Salary is to be determined in accordance with the funding agency.

Application & Deadline

Applications shall include a resume, cover letter, and attached references including the most recent employer and at least two others.

The deadline for applications is **Friday, July 13th at 4:00 PM**

Applications must be directed to:

Opiikapawiin Services LP

Attn: Lucie Edwards – Chief Executive Officer

l.edwards@oslp.ca

Applicants may be required to submit a criminal background check.

More information on Opiikapawiin Services LP can be found at www.oslp.ca

We wish to thank in advance all those who submit applications. **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED** and only the successful candidate will be notified.

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