

Nuxalk Nation is seeking individuals interested in participating in a unique internship opportunity offered in partnership with Northern Development Initiative Trust and Department of Indigenous Services Canada.

Internship Opportunity: Nuxalk Nation

First Nations Local Government Internship

Northern Development Initiative Trust (NDIT), in partnership with Department of Indigenous Services Canada, has established the First Nations Government Internship Program. This program is meant to parallel the success of Northern Development's existing Local Government Internship Program by allowing rural, indigenous communities to recruit and retain talented young professionals in communities located within the NDIT service area.

The purpose of the internship is to recruit and retain a talented young person, ideally a local candidate with familiarity of the Bella Coola Valley and Nuxalk Nation, to build the local capacity around government administration and to provide training opportunities and job experience for a young professional. This will also support succession planning within the local community and the hope is that, upon successful completion of the internship, the intern will have the contacts, training and experience to obtain a permanent position within First Nations or local government. Another objective of the internship is to support collaboration with the Central Coast Regional District and to enhance the operational capacity of both the Nuxalk Nation and the CCRD as we work towards improving overall service delivery outcomes for our community.

This internship program recognizes and builds on the education, training and career opportunities that exist in central and northern British Columbia communities. The program prepares young people for an exciting career in First Nations government, while supporting capacity building and succession preparation for retiring senior staff in smaller, indigenous communities. The internship program provides funding for central and northern First Nations governments or Tribal Councils to host and mentor an intern for a 12 month period with the internships starting in May of each year.

One of the goals of the internship program is to provide insight into the wide range of rewarding careers available within First Nations government. Careers include opportunities in management and administration, corporate services, planning and development services, environmental services, finance, human resource, public works, external relations and membership engagement, health, education and economic development. The internship program promises to provide a high level of professional development and training that will prepare a local Nuxalk member interested in interning for more senior leadership roles in Nuxalk government. It will give them the knowledge and experience they need to take the next step in a fulfilling and satisfying career, as well as contacts within regional communities to assist in finding a permanent position.

Key Duties

Approximately half of the intern's activities will be related to governance and administration, financial services, and/or HR management. The Work Plan identifies training opportunities and assignments in several functional areas of First Nations and local government including emergency planning, economic development, health and wellness, planning and development services, and public works. In addition to day-to-day administrative tasks some key duties include: preparing reports by collecting and analyzing information, developing mutual aid agreements for service delivery, undertaking research around financing to better position the organization to secure a long-term financial strategy to pay for shared positions between the Nuxalk Nation and the CCRD, coordination of records management, and review of policies and plans (including the personnel policy and emergency plan).

Eligibility

Academic criteria:

- Undergraduate students are eligible if they have completed a Bachelor's degree within the previous two years of the proposed start date of the internship. Students graduating in May are eligible. Preference will be given to candidates in the following degree programs: First Nations studies, Northern studies, Bachelor of Arts in Political Science, Public Administration and Community Development, and Geography; Bachelor of Planning; Bachelor of Commerce. Undergraduate students can use the internship as a way of completing their co-op terms, as long as they have completed all the other requirements of their degree program prior to starting the internship.
- Graduate students are eligible if they are enrolled in or have recently completed a Master's degree program.
- Diploma and Certificate students are eligible if they have completed a two year diploma or public administration certificate/First Nations Public Administration Certificate by the proposed start date of the internship.
- To further the objective of capacity building within the community, highly skilled local applicants, not meeting the academic criteria listed above, with relevant work experience and training will also be considered for this position.

Other required criteria:

- Willingness to relocate.
- Work, educational or volunteer-related references.
- Valid B.C. driver's license.
- Ability to work in Canada for duration of the internship.
- Knowledge of and/or interest in learning more about human resources, financial administration, emergency management, planning, and community and economic development functions would also be considered an asset.
- Satisfactory criminal reference check (to be undertaken by First Nations government upon selection of intern).

Note: *individuals already permanently employed in First Nation administrations or Tribal Councils are not eligible to apply for the internship program. Seasonal and auxiliary employees of First Nations or Tribal Councils are permitted to apply.*

To apply:

Interested internship candidates can email their completed application package (resume and cover letter) to info@northerndevelopment.bc.ca

Deadline for applications: April 13, 2018

About Northern Development Initiative Trust:

Northern Development combines its financial resources with smart thinking to make a difference in the economy in central and northern B.C. Established by the Province of B.C. in 2005 with an initial capital infusion of \$185 million, the Trust is an independent corporation that serves 137 communities throughout central and northern B.C. and has found more than 2,300 ways to get to 'yes' on economic development projects in the past 11 years. In that time, Trust has helped leverage \$1.3 billion in new investment in the region and helped create more than 6,000 jobs. Today, the Trust is sustainably managed and grants between \$12 and \$14 million of funding to support community economic development priorities throughout the region each year.