

Employment Opportunity

Position Title: Policy and Research Intern (Temporary Contract)

Reports to: Executive Director

Duration: July 1 to September 30, 2023 (with the possibility of an extension)

Location: Remote

Pay Range: \$27.00 per hour

Role:

- Conducting research, jurisdictional scans, and provide analysis of emerging issues
- Conducting literature reviews, developing surveys and performing scans on topics in Indigenous postsecondary education
- Writing and preparing proposals, briefings, reports, graphs
- Conducting quantitative and/or qualitative data analysis
- Daily monitoring of media releases and reports
- Participating in meetings with external partners
- Identify opportunities for growth and capacity building

Skills and Qualifications:

- A demonstrated interest in the Indigenous postsecondary sector, policy, and government
- Organized, self-motivated and able to work both independently and as part of a team in a remote work environment
- Quantitative and/or qualitative research experience
- Flexible and able to adapt to fast pace environment
- Excellent written and verbal communication skills
- Strong interpersonal skills such as collaboration, critical thinking, and creativity
- Proficiency in Microsoft Outlook, Teams, Word and Excel

Educational and Professional Requirements:

- Currently enrolled in or recently graduated from an undergraduate, diploma/advanced diploma, master's or post-graduate program



About the Indigenous Institutes Consortium (IIC)

The IIC represents the collective and collaborative efforts of its seven Indigenous-owned and operated post-secondary education and training institutes across Ontario. We work collaboratively to improve the outcomes of First Nation learners and strengthen our communities by providing high-quality post-secondary education and training to Indigenous learners.

Contact

Marsha Josephs, Executive Director mjosephs@iicontario.ca