



ANISHINABEK NATION 7TH GENERATION CHARITY *INTERNSHIP OPPORTUNITY*

COMMUNICATIONS AND FUNDRAISING DEVELOPMENT OFFICER

**Location: Anishinabek Nation Head Office
Nipissing First Nation, North Bay, ON**

The Anishinabek Nation 7th Generation Charity (AN7GC) is seeking a recent college or university graduate to join the AN7GC team in a one-year internship position as the AN7GC Communications and Fundraising Development Officer. The ideal person will be mature, having the ability to work independently, and as part of the AN7GC team. The AN7GC Communications and Fundraising Development Officer will report directly to the manager of the AN7GC. The successful candidate will be a recent post-secondary graduate from a business/communications/public relations/marketing program.

Qualifications and Skills:

- Recent graduate in the field of business administration, marketing, communications, public relations or related field.
- Strong research, communication and writing skills.
- Solid understanding and experience using internet-based social networking and other trends involving today's society.
- Event planning and coordination experience is an asset.
- Strong computer skills, including Microsoft Office and all of its programs.
- File management and editing skills are assets.
- Knowledge of the Mission, Vision and goals of the Anishinabek Nation 7th Generation Charity is an asset.
- Knowledge of and a keen interest in the Anishinabek Nation is an asset.

- *Applicant must be a graduate of an accredited college or university post-secondary degree or diploma program.*
- *The position must provide the intern with first time employment in their field of study.*
- *Candidates are only eligible to participate in the internship program one time.*
- *Candidates must be legally entitled to work in Canada.*

Duties and Responsibilities:

- Research and compile relevant information that pertains to charitable foundations and create customized proposals/grant applications.
- Research and compile information that pertains to business' and corporations' sponsorship and partnership opportunities and create customized proposals seeking sponsorships/donations.
- Research, provide recommendations, and coordinate all forms of social networking for the AN7GC.
- Research alternative and innovative ways of raising funds, including compiling a list and exploring the feasibility of new ideas. Analyze and provide recommendations for alternative methods of fundraising.
- Develop a detailed communications and marketing plan for the AN7GC.
- Assist in the planning, coordination, and implementation of fundraising events.
- Maintain records and files.
- Other duties relating to the AN7GC as requested by the AN7GC Manager.

Term: January 8, 2018 to January 7, 2019 (52 weeks)

Salary: \$35,000.00 per annum

Closing Date: Tuesday, December 5, 2017 @ 4:30 p.m.

(Applications received after this date and time will not be considered.)

Send your resume with a cover letter, three references, and a copy of your post-secondary institute diploma or degree to:

Glenda St. Amour
Director of Corporate Services
Union of Ontario Indians
P.O. Box 711
North Bay, ON P1B 8J8

Phone: (705) 497-9127 / 1-877-702-5200 Fax: (705) 497-9135
Email: glenda.st-amour@anishinabek.ca

For inquiries about this position, please feel free to contact Jason Restoule, AN7GC Manager at (705) 497-9127 / 1-877-702-5200, ext. 2250 or by email at jason.restoule@anishinabek.ca

Individuals of First Nation ancestry are encouraged to apply. Preference will be given to Anishinabek Nation (Union of Ontario Indians) member First Nation applicants.

Miigwetch to all who apply. Only those selected for an interview will be contacted.

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



Ontario

Northern Ontario Heritage
Fund Corporation

Société de gestion du Fonds
du patrimoine du Nord
de l'Ontario