



Government Relations Assistant

Indspire is an Indigenous-led registered charity that invests in the education of Indigenous people for the long term benefit of these individuals, their families and communities, and Canada. With the support of its funding partners, Indspire disburses financial awards, delivers programs, and shares resources with the goal of closing the gap in Indigenous education. Through the Indspire Institute, it provides resources to educators, communities, and other stakeholders who are committed to improving kindergarten to grade 12 success for Indigenous youth. Since its inception in 1985, Indspire has disbursed almost \$65 million through close to 20,000 scholarships and bursaries to Indigenous students, making it the largest funder of Indigenous education outside the federal government. Each year, the organization presents the *Indspire Awards*, a gala celebration of the successes achieved by Indigenous people that is broadcast nationally.

This position is to provide a suitable candidate valuable experience in the field of government relations, public policy, proposal writing and government reporting. Training for the successful candidate will be provided by our Director of Government Relations. Training will include: prospect research, basic database training, report submission, proposal writing, government affairs strategies and tactics, and various administrative tasks.

The Role

6-month contract September, 2018 – March 31, 2019

- Develop greater prospect research of potential public-sector partners at the federal, provincial and municipal levels of government across Canada
- Create various briefing notes and prospect lists
- Research and create public sector partner reports; updating partner records and briefing notes
- Assist with public sector reporting requirements
- Gather required information from Education, Development and Finance teams to complete reports
- Develop timeline for gathering required reporting information
- Respond to government requests for more information as needed
- Assist with DonorPro/Raiser's Edge database

Please note that the job responsibilities may change.

Ideal Candidate

- Completion of a college diploma or degree preferred plus a minimum of 1 year experience in a non-profit fundraising department or in a similar environment;
- Prior experience in public policy, political science or public administration is desirable
- Excellent written, verbal, and interpersonal skills required;
- Proficiency with Microsoft Office Suite including MS Excel, Word, PowerPoint and exceptional process management and organization skills;
- Occasional travel between Six Nations and Toronto offices is required;
- Ability to work with sensitive information with complete confidentiality;
- Must be detail oriented and be able to manage projects independently
- Proactive, and innovative problem solver;
- Knowledge of or experience working with Indigenous cultures/traditions is an asset;
- Work experience with a charity is an asset.

Requirements

As this position is based on a grant, candidates **must**:

- Be a resident of the Greater Toronto Area
- Identify as from a First Nation, Métis or Inuit background
- Be registered (or eligible to register) with Miziwe Biik Aboriginal Employment and Training

How to Apply

Please send us your résumé with a brief cover letter by email or mail to:

Indspire
555 Richmond St. W, Suite 1002
Toronto, ON M5V 3B1
Attention: Yancy Craig

Email: ycraig@indspire.ca

We appreciate all interest and will directly contact qualified applicants. No agency calls please.



Miziwe Biik

Aboriginal Employment and Training

Service
Canada