



Indigenous & Government Relations Assistant November 1, 2020 – March 31, 2021

Indspire is an Indigenous national 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 improving educational outcomes for First Nations, Inuit, and Métis students. Through Indspire's education offerings, we provide resources to students, educators, communities, and other stakeholders who are committed to improving success for Indigenous youth. In 2019-20, Indspire awarded \$17.7 million through 5,124 bursaries and scholarships to First Nations, Inuit, and Métis youth, making it the largest funder of Indigenous post-secondary education outside the federal government. Each year, the organization presents the *Indspire Awards*, a celebration of the successes achieved by First Nations, Inuit, and Métis people that is broadcast nationally.

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

The Role

- 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

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 Outlook, Excel, Word, PowerPoint and exceptional process management and organization skills.
- 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.

The duties within this job description may be amended from time to time.

Requirements

As this position is grant funded candidates **must**:

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

How to Apply

To apply, please forward your résumé, and cover letter to hr@indspire.ca. We appreciate your interest, but only qualified applicants that meet the requirements will be contacted.

Deadline for Applications: Monday, October 26, 2020



Miziwe Biik
Aboriginal Employment and Training