Indspire

Indigenous education, Canada's future. | L'éducation des autochtones. L'avenir du Canada.

Government Relations Assistant

5-month contract: November 4, 2019 – March 31, 2020

Indspire is an Indigenous 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 more than $115 million through more than 37,000 scholarships and bursaries to Indigenous students. 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, and Indigenous stakeholder relations. Training for the successful candidate will be provided by the Vice-President, Indigenous and Government Relations. Training will include: prospect research, basic database training, report submission, proposal writing, government and Indigenous engagement strategies and tactics, and various administrative tasks.

The Role

Please note that the job responsibilities may change

- 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 Programs and Student Success, Communications and Marketing, Development and Finance teams to advance Indspire's priorities.

- Develop timeline for gathering required reporting information
- Respond to requests for more information as needed

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;
- 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 grant funded candidates **must**:

- Be a resident of the Greater Toronto Area
- Identify as having 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 your résumé with a brief cover letter by email: Yancy Craig Indspire, Vice-President, Indigenous and Government Relations at ycraig@indspire.ca by 5:00PM (EDT) on **Friday October 25, 2019**.

We appreciate your interest, but only qualified applicants that meet the requirements will be contacted. No agency calls please.

Service Canada

Miziwe Biik
Aboriginal Employment and Training