

## Indigenous Relations Office Assistant Summer Student - Canada Summer Jobs Job Number: 51713

1 temporary full-time position for 4 months intended for students currently enrolled in an Native Studies, Indigenous Studies, Arts, Education, Human Ecology or related post-secondary diploma or degree program, commencing May 2025

The City of Edmonton is committed to hiring a diverse workforce that is reflective of the community we serve. In alignment with our guiding frameworks, [The Indigenous Framework](#) and [The Art of Inclusion](#), we are committed to the journey of reconciliation, and will continue identifying and removing the systemic barriers that exist for Indigenous people in gaining employment with the City of Edmonton and creating career development opportunities for Indigenous employees. As part of this commitment, preference will be given to Indigenous applicants. If you are Indigenous, we encourage you to self-identify in your application.

At the heart of the City of Edmonton is a community of city builders, problem solvers, listeners and doers. We're a modern municipal corporation, serving nearly one million people and looking to attract and inspire one million more. With more than 300 programs and services, our work connects us to almost every aspect of Edmontonians' daily lives. And working together, we're building a thriving, sustainable and welcoming home for Edmontonians of today and tomorrow.

This position will be working within the Indigenous Relations Office and support multiple projects and events, and offers a unique opportunity to gain valuable experience in both municipal government and community-based work. In this role, you'll have opportunities to organize events, engage with the community and support various projects related to Indigenous interests and the City of Edmonton's Indigenous Framework.

### Responsibilities:

- Assist with research and data collection on Indigenous topics relevant to municipal government
- Support the development of and implementation of Indigenous Framework Strategies with Indigenous Communities
- Help organize and participate in events and meetings related to Indigenous relations
- Prepare reports, presentations, and other materials related to Indigenous relations initiatives
- Provide general administrative support to the Indigenous Relations team

### Qualifications:

- Currently enrolled in a post-secondary institution program, in a Native Studies, Indigenous Studies, Arts, Education, Human Ecology or related diploma or degree program, and returning to school in the Fall
- Experience using Google Workspace applications or equivalent applications

### Assets:

- Experience with creating and maintaining relationships within the Indigenous community
- Lived experience working with and living in Indigenous communities
- Previous experience working with Elders and Knowledge Keepers
- Experience conducting Indigenous Engagement
- Experience conducting research and reporting findings

### Skills Required for Success:

- Extensive knowledge of Traditional Indigenous Culture, familiar with protocols
- Excellent oral and written communication skills, ability to express ideas and concepts effectively
- Excellent organizational and multitasking skills
- A commitment to service excellence
- Commitment to a culture of inclusion and understanding
- Alignment to our Cultural Commitments and Leadership Competencies (<https://bit.ly/4brRrXm>)
- Embracing a culture of equity, diversity, reconciliation and inclusion (<https://bit.ly/3hd2d95>)

### Conditions of Employment:

- As part of your application, we ask that you attach an unofficial transcript or enrollment verification letter. Talent sourced through this process may be considered for similar opportunities within the City.
- Hire is dependent upon a Criminal Record Check / Police Information Check satisfactory to the City of Edmonton.
- Ability to work evenings and weekends to attend events on occasion is required.
- Note: This position may be eligible for a hybrid work arrangement with the flexibility to work from both home and the worksite as per the Letter of Understanding between the City of Edmonton and Civic Service Union 52.
- The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance

**Note: This position may be partially funded by the [Canada Summer Jobs Program](#) provided by Service Canada or other funding sources.**

- Candidates must meet the following eligibility requirements to be considered:
  - be between 15 and 30 years of age at the start of the employment;
  - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
  - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Canada Summer Jobs supports program objectives of helping young people, particularly those facing barriers to employment, to transition to the labour market. Priority will be given to applications from candidates who self-identify as:
  - Youth with disabilities,
  - Black and other racialized youth,
  - Indigenous youth, and
  - 2SLGBTQI+ youth

**Note: Successful candidates may be required to meet the eligibility requirements of the funder partner that could include:**

- Currently being enrolled and returning to school or a Post-Secondary Institution in the fall;
- Applicants must be Metis, First Nation or Inuit;
- New hires will be required to register with our identified funding partners

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact [employment@edmonton.ca](mailto:employment@edmonton.ca). Learn more about our benefits <https://bit.ly/COEbenefits>.

### Additional Details:

**Hours of Work:** 40 hours per week, Monday - Friday, including evenings and weekends as required.

**Salary Range:** \$21,008- \$26,737 (Hourly)

**Talent Diversity Consultant:** JY/JR

*Edmonton rests in the heart of Treaty Six territory in Alberta and the homelands of the Metis Nation.*

**Classification Title:** Student Professional

**Posting Date:** Mar 3, 2025

**Closing Date:** Mar 16, 2025 11:59:00 PM (MDT)

**Number of Openings (up to):** 1 - Student Position Full-time

**Union:** CSU 52

**Department:** Social Development

**Work Location(s):** 18th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4

Visit [www.edmonton.ca/careers](http://www.edmonton.ca/careers) for information on how to apply