

# Internship Opportunity at the Indigenous Training and Skills Development Hub

The Indigenous Training and Skills Development (ITSD) Hub is seeking a motivated and enthusiastic Intern to join our team for a **3-month paid Internship**. This is a unique opportunity to gain valuable experience and contribute to the development of training initiatives that support Indigenous Peoples in the fisheries and oceans sector.

## Responsibilities:

- Conduct desk-top research on various subject areas relating to Indigenous training & skills development in the fisheries and oceans sector
- Develop online surveys
- Review and summarize relevant documents
- Participate in and support meetings, by developing briefings, materials, and maintaining meeting minutes/notes
- Provide support for ITSD Hub workshops/webinars
- Support the development and delivery of curricula
- Assist with website and social media content

## Qualifications:

- Indigenous youth aged 19-30 from across Canada
- Ability to work independently and as part of a team
- Excellent communication and organizational skills
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace and graphic design software (Canva, Lucidchart, etc.)
- Familiarity with social media platforms
- Strong research and writing skills

## How to Apply:

Please send your Application, which includes your resume and a short statement on why you would like to intern with us, to [\[info@itsdhub.ca\]](mailto:info@itsdhub.ca). References will be required if you are selected for an interview.

## Application Deadline:

Please send your application no later than 5:00pm (Eastern Time) on June 21<sup>st</sup>, 2024. The Internship will begin (July 1, 2024, and end on September 30, 2024, however, placement dates are flexible and will be finalized with the successful candidate.

**For more information, please contact [info@itsdhub.ca](mailto:info@itsdhub.ca)**

We look forward to receiving your application and supporting your professional development journey!