



Job Posting: Summer Intern

POSITION TITLE: Summer Intern

DEPARTMENT: Administration

CLASSIFICATION: MGO-01

SALARY RANGE: \$39,000 Per Annum (\$20/hour)

POSITION TYPE: Full-time, Temporary

LOCATION: Saskatoon

REPORTS TO: Director of Education

Brief Overview:

Métis Nation–Saskatchewan (MN–S) is hiring 24 Summer Interns to work at our head office in Saskatoon from May 1 to August 31, 2023. This position is open to applicants who are entering post-secondary studies or currently enrolled and returning to full-time studies in the fall. Successful applicants will work within various departments helping with day-to-day operations, as well as writing reports, participating in project development, and assisting in policy discussions.

MN–S wants to offer student interns a chance to expand their skill set in a real-world work environment within their field of study.

Key Responsibilities:

- Successful applicants will work within assigned departments assisting with projects, policy development, data management, operational processes, community events and engagement.
- Travel to some events will be required.
- Perform other duties as required or assigned.

Qualifications

- Applicants must be entering or currently enrolled in post-secondary education.
- As a skills and training program within the government funding mandates, only Métis candidates will be considered.
- Must be able to provide a clean criminal record check, Métis Nation–Saskatchewan citizenship number, and proof of acceptance/enrollment in an accredited post-secondary institution.
- Must have ability to establish a home office with stable internet connection, and a private and secure workspace, if required.

Métis Nation–Saskatchewan (MN–S)

310-20th Street East
Saskatoon, SK S7K 0A7
306.343.8391
metisnationsk.com



- Applicants must demonstrate a commitment to a diverse, culturally competent, and culturally safe work environment

Knowledge skills and abilities:

- Strong organizational, analytical, and problem-solving skills
- Good verbal and written communication skills
- Able to work methodically and accurately, with attention to detail
- Possess interpersonal skills and enjoy working collaboratively as part of a team
- Able to work independently and adapt to shifting priorities
- Proven ability to maintain confidentiality
- Able to sit for extended periods at a computer.
- Some understanding of Microsoft Office Suite (Word, Excel, PowerPoint, Teams), Adobe, and Zoom
- Experience with SharePoint and GSuite is a plus

Opportunities will be available in multiple service areas. When applying, indicate your top 3 areas of interest.

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|-----------------------------------|---------------------------------|
| ▪ Environment | ▪ Early Learning & Child Care |
| ▪ Duty to Consult | ▪ Post-Secondary Education |
| ▪ Government Policy & Research | ▪ Health Services |
| ▪ Legal Services | ▪ Mental Health & Wellness |
| ▪ Culture & Language | ▪ Social Justice Infrastructure |
| ▪ Storytelling & Content Services | ▪ Youth Services |
| ▪ Communications | ▪ Women & Gender Equity |
| ▪ Event Services | ▪ Registry |
| ▪ Métis Wanderer | ▪ Archives |
| ▪ Administration & Operations | ▪ Finance |
| ▪ Human Resources | ▪ Infrastructure |
| ▪ IT & System Development | |

Additional requirements:

- Valid MN–S citizenship card or in progress application
- Proof of enrollment/acceptance in an accredited post-secondary institution
- Must undergo a Criminal Record Check with the Vulnerable Sector.
- Cover letter indicating Top 3 areas of interest
- **Please submit resume, references, and cover letter to internship@mns.work by 11:59 pm on February 15, 2022.**
- Must be fully vaccinated for COVID-19.

As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN–S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are: Métis or another Indigenous group.

Only candidates selected for an interview will be contacted.

