



Summer Internships (multiple opportunities)

The Joint Economic Development Initiative (JEDI) is dedicated to supporting Indigenous peoples in reaching their full economic development potential through advocacy and networking.

JEDI's summer internships are expected to take place between May 6, 2024 and August 23, 2024 with opportunities for Indigenous students to work for up to 16 weeks with one or more of JEDI's teams:

Economic Development
Workforce Development
Communications
Information Technology
Finance/Administration

For more information on JEDI and our programs please visit www.jedinb.ca

You are eligible to apply if you:

- Are Indigenous.
- Are returning to full-time study at a recognized post-secondary institution in the next academic semester.
- Require completion of the work term in order to graduate from a recognized program of study.

Preferred fields of study include:

- Business Administration; Education; Communications/Journalism; Finance and Accounting; Office Administration; Skilled Trades.
- Other courses of study may be considered.

Skills, qualifications and experience you have and/or are enthusiastic about developing:

- Interpersonal, research, networking, presentation, communications skills.
- Cultural awareness training/facilitation.
- Recruitment activities and event coordination.
- Information technology/digital literacy that may include cybersecurity, digital technology and fabrication, proficiency with Microsoft Office suite applications, and social media outlets.

- Finance, accounting, and administrative support.
- Knowledge and/or experience of the skilled trades.
- Self-motivation, operating both as a team contributor and with minimal supervision.
- Organizational skills and attention to detail with the ability to multi-task and prioritize.

Assets/requirements:

- A valid driver's license is an asset as some travel may be necessary.
- Satisfactory criminal background/vulnerable sector clearance and maintenance are mandatory requirements (JEDI covers the cost of background/vulnerable sector checks).

If you are interested in joining our team for the summer term, please submit your resume and a cover letter, indicating which JEDI team and/or type of work experience would be of most interest and benefit to you, to janis.flemming@jedinb.ca by 4:30 p.m. on April 26, 2024 stating Summer Internship in the subject line.

As applications may be processed when received until positions are filled please submit your application as soon as possible.

Thank you for applying. Only those selected for an interview will be contacted directly.