



2018 Indigenous Innovation Initiative Summer Student Position – Job Description (1 position available)

ABOUT GRAND CHALLENGES CANADA

Grand Challenges Canada is dedicated to supporting Bold Ideas with Big Impact®. Funded by the Government of Canada and other partners, Grand Challenges Canada funds innovators in low- and middle-income countries and Canada. The bold ideas Grand Challenges Canada supports integrate science and technology, social and business innovation – known as Integrated Innovation®.

One of the largest impact-first investors in Canada, and with a feminist investment approach, Grand Challenges Canada has supported a pipeline of over 800 innovations in more than 80 countries. For information on our programs, please follow the prompts on our website through the About Grand Challenges Canada overview.

A major current focus is launching the Indigenous Innovation Initiative in Canada.

PURPOSE

Contribute to the implementation of the Indigenous Innovation Initiative, by supporting the Indigenous Innovation Initiative Program Officer and Team.

RESPONSIBILITIES

Not limited to the following and assigned once placement begins.

Responsibilities	Sample Tasks
Conduct research and analysis	Assist in the collation and analysis of data from Delphi process. Prepare briefing note on scope of mental health challenges of Canada's Indigenous population.
Assist in development of Indigenous Innovation communication strategy.	Design and write external webpage content.
Assist in the development and management of Indigenous Innovation databases.	Identify Indigenous people, & organizations, pertaining to Indigenous mental health.
Provide logistic and administrative support for	Create meeting-related content and

internal and external meetings	communications, such as slide decks
Provides general process support	Create or amend standard operating procedures Create and update Gantt charts and work plans; ensure coordination on milestones and deadlines Draft budget templates, progress reports, etc.
Identify, plan, and undertake Indigenous awareness activities for Grand Challenges team and external invitees.	Arrange for “Lunch and Learn” Indigenous Speakers Series.

COMPETENCIES AND QUALITIES

- The ideal candidate will be a student in a relevant discipline (e.g., Business, Political Science, Engineering, Health Sciences, Indigenous Studies) with strong writing, analytical and interpersonal skills, as well as experience with the Microsoft Office suite of programs, especially Excel. Intermediate knowledge of database programs will be considered an asset.
- The ability to work effectively in a fast-paced environment, multi-task and respond to ad-hoc requests is essential. Must have demonstrated ability to work with minimum supervision.
- A demonstrated ability through previous employment to build consensus and coordinate the implementation of multi-stakeholder projects will be a significant advantage.
- Experience in Indigenous communities and with Indigenous people will be considered an asset.