2021 GRAND CHALLENGES CANADA (GCC) SUMMER FELLOWSHIP PROGRAM

GCC FELLOW – INDIGENOUS INNOVATION INITIATIVE (TWO POSITIONS AVAILABLE)

The Indigenous Innovation Initiative (referred to as “I3”), is hosted by Grand Challenges Canada in Toronto, Canada. We are an Indigenous Innovation platform and our goal is to empower Indigenous innovators and communities to identify and solve their own challenges. The Indigenous Innovation Initiative is currently seeking two Summer Students for the summer to support both program and operations work. To learn more about us, please visit our website at the Indigenous Innovation Initiative.

We are committed to helping students and new grads launch their careers, gain valuable experience, and make connections for the future. This is a chance to join a team who are working together to transform lives and drive inclusive growth and health through Indigenous innovation.

Work Location: Applicants can be located anywhere in Canada, as long as they have access to high-speed internet, a home office or reasonable workspace, and can commit to our office hours which are 9:00am - 5:00pm EST.

Employment Term: May 3, 2021 – August 27, 2021

Salary: $19 - $21.75/hourly (dependent on education level) for a weekly commitment of 37.5 hours

Eligibility: At the time of application submission, individuals must be currently enrolled in a post-secondary institution (College or University) or have graduated within the last year (12 months) from a post-secondary institution. We warmly welcome all applicants from all areas of study.

Only applicants who are able to self-identify as Indigenous, Metis, or Inuit will be considered. Successful applicants to the I3’s Summer Student position will be asked to demonstrate their connections to Indigenous identity and community. This could include a copy of your “registration”, or a letter of support from your governance organization (e.g., Band office, Metis Regional Office, Inuit Association, your School), or other relevant evidence of your connection.

To Apply: Submit the following via the apply here section below:

- Your resume (please note, you do not need a cover letter)
- The completed Summer Student Program Application Form
- The completed Summer Student Program Short Answer Questions Form
- For application support, contact Richel Davies: info@indigenousinnovate.org
RESPONSIBILITIES:

• Summer Students will report to and receive regular direction and guidance from the Direction, Indigenous Innovation Initiative.
• Work directly with the Programs Associate and Knowledge Management and Translation Associate to support grant applicants and related activity.
• Edit and review documents, schedule and attend meetings, and support the creation of new documents and reports.
• Work with other groups such as Finance and Communications to complete I3 related tasks.
• Conduct background research to support assessments, learning agendas, impact models and validation, as well as other areas of research. Prepare and present findings to the I3 team.
• Create and maintain regular contributions to the website in the form of VLOGs, Innovator and community profiles, current events, etc.
• Assist in the planning and implementation of Indigenous Awareness Month activities.
• Create and online library of information by collecting and virtually archiving the work of Indigenous Artists, Knowledge Keepers, Health Care Leaders, Business and other relevant sources.
• Provide event planning support to special initiatives including drafting invitee communications, coordinating team-wide Lunch and Learns, coordinating with external event production vendors and managing on-site event/meeting logistics.
• Assist with ad hoc, day-to-day operational tasks.

QUALIFICATIONS:

• Through your resume and in the short answer questions, demonstrate your commitment to community and supporting Indigenous Innovation.
• Strong writing, organizational and interpersonal skills, as well as experience with the Microsoft Office suite of programs.
• 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 minimal supervision.
• Bilingual EN/FR and/or an Indigenous language an asset.
• Must meet the about eligibility criteria for student or new grad status, must be able to self identify as Indigenous.
• Candidates must be authorized to work in Canada.

*Previous applicants to the 2021 Summer Student Program do not need to re-apply.

Grand Challenges Canada is a respectful, caring, and inclusive workplace. We are committed to upholding the principles of inclusion, diversity, equity, and accessibility. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

Grand Challenges Canada has made every effort to use the most respectful words possible while writing these materials. We realize, however, that the most appropriate terminology may change over time. We developed these materials with the intent to respect the dignity and inherent rights of all individuals.