

**From:** [Charbonneau, Daniel \(Algonquins Of Ontario\)](#)  
**To:** [Algonquins of Ontario Consultation Office](#)  
**Subject:** Fwd: INDIGENOUS RELATIONS INTERN - Bancroft District  
**Date:** Monday, May 9, 2022 5:28:43 PM

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Sent from my iPhone

Begin forwarded message:

**From:** "Reynolds, Darrell (NDMNR)" <Darrell.Reynolds@ontario.ca>  
**Date:** May 9, 2022 at 5:14:57 PM EDT  
**Cc:** "Worth, Adam (NDMNR)" <Adam.Worth@ontario.ca>  
**Subject:** INDIGENOUS RELATIONS INTERN - Bancroft District

I am sending along this opportunity to apply for an Indigenous Relations Intern for the Bancroft District, posted May 6<sup>th</sup>, 2022 and applications are to be submitted by May 20<sup>th</sup>, 2022. The link for the Job Ad and Qualifications are below as well the Ad has been copied below for your quick reference. Note the successful candidate may work from the Bancroft, Pembroke or the Peterborough NDMNR office location.

Please forward to those in your community who are eligible for an Intern position. To be eligible for an internship, the candidate must have graduated or will complete the requirements to graduate between May 2020\* and June 2022 from a recognized or legally authorized college\*\* or university\*\* with: A degree\*\*\*, A diploma\*\*\*, A post-graduate certificate\*\* which requires a previous degree or diploma and legally entitled to work in Canada; and must be living in the province of Ontario during the term of employment and are not currently an OIP intern and have not been an OIP intern in the past.

- [INDIGENOUS RELATIONS INTERN](#) | Job Id: 181831 | Ministry of Northern Development, Mines, Natural Resources and Forestry | Salary: \$939.28 - \$1,132.63 Per Week | Closing Date: Friday, May 20, 2022

If you or someone has any questions related to applying, there are Tips on the Ontario Career website: [Ontario Public Service Careers \(gov.on.ca\)](#) or I would be happy to answer any inquiries.

Thanks

Darrell

Resource Liaison Specialist  
Ministry of Northern Development, Mines, Natural Resources and Forestry

Bancroft District  
Cell: (613) 401-2613  
Fax: (613) 332-0608  
[Darrell.reynolds@ontario.ca](mailto:Darrell.reynolds@ontario.ca)

## INDIGENOUS RELATIONS INTERN

**Organization:**

Ministry of Northern Development, Mines, Natural Resources and Forestry

**Division:**

Regional Operations Division – Southern Region

**City:**

Bancroft, Pembroke, Peterborough

**Job Term:**

1 Temporary

**Job Code:**

12100 - Community Planner 1

**Salary:**

\$939.28 - \$1,132.63 Per Week\*

\*Indicates the salary listed as per the OPSEU Collective Agreement.

Understanding the job ad - definitions

**Posting Status:**

Open

**Job ID:**

181831

**[View Job Description](#)**

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We are currently looking for a motivated professional to join our dynamic team to provide project management support and apply your research, analytical, and communication skills to advance reconciliation initiatives in our ministry.

As the Indigenous Relations Intern, you will:

- Assist in the development of a wide range of programs, policies and strategic initiatives related to the divisional goal to support sustainable natural resource development in Ontario.
- Track project activities, including reviewing and monitoring project progress, key deliverables, timelines and budgets
- Assist in the development of workshops and events, and prepare presentations, work plans, briefings and reports
- Engage with Indigenous communities, other ministries and clients
- Conduct research and analysis for program initiatives and participate in the development of standards, processes and performance measures
- Participate in various committees and working groups.
- have the support of a professional and welcoming team, a hands-on manager to ensure your success and development, and be assigned a mentor who will help in your professional growth.

**What can I expect to do in this role?**

1. Assisting with the development of operational policy, procedures and guidance, including resource management planning, by: researching and

preparing background reports and discussion papers (e.g., gathering, analyzing, evaluating and summarizing information from a variety of sources), developing and evaluating policy options, drafting and reviewing operational policies, procedures and other guidance, and making recommendations to peers and management.

2. Preparing communications products, briefing materials and supporting issues management by: summarizing the findings of information and knowledge management projects; drafting briefing materials on issues which set out situational information or seek direction, including options and recommendations; and, gathering information to provide timely responses to inquiries on the status of issues.

3. Assisting in planning for and participating in engagement with the public and Indigenous people by drafting agendas and making arrangements for hosting meetings, workshops and open houses; and recording, organizing,

summarizing and managing records of the engagement that occurs at these events.

4. Assisting with data management projects. The incumbent shall, while in the workplace, conduct themselves in compliance with the Occupational Health and Safety Act and any workplace practices as directed by their immediate supervisor and in accordance with the Internal Responsibility System as outlined in the Act.

### **How do I qualify?**

#### **NOTE:**

Successful candidates may be required to undergo an employment screening check in accordance with the Ontario Employment Screening Checks Policy.

#### **Eligibility:**

- Proof of eligibility to work in Canada;
- Has graduated or will graduate from an approved or legally authorized college or university with a diploma or an equivalent degree or postgraduate certificate within the last four years;
- Candidates are only eligible to participate in one MNRF 12-month placement and must not have participated in the MNRF internship program in the past.

#### **OPS COVID-19 Safe Workplace Directive:**

At this time, all employees working in congregate living settings are required to provide proof they are fully vaccinated, meaning they are fully vaccinated as defined by the Ministry of Health (refer to: COVID-19 Fully Vaccinated Status in Ontario), including 14 calendar days have passed since receiving their final dose of the COVID-19 vaccine.

Employees who do not provide proof of full vaccination will be deemed 'not vaccinated' under the Employer's policy and will be required to attend a vaccine education program, as determined by the Employer. Employees who are not

vaccinated under the policy with a valid medical exemption will not be required to attend a vaccine education program. All employees working in congregate living settings must undergo regular rapid antigen testing, regardless of vaccination status.

### **Additional Information**

**Address:**

- 1 Temporary, duration up to 12 months, 300 Water St, Peterborough, East Region or 106 Monck St, Bancroft, East Region or 31 Riverside Dr, Pembroke, East Region

**Compensation Group:**

Ontario Public Service Employees Union

Understanding the job ad - definitions

**Schedule:**

3-A

**Category:**

Internships

**Posted on:**

Friday, May 6, 2022

**How to apply:**

1. You must submit your application using only one of the methods identified below.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Be sure to quote the Job ID number for this position.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.

**Send application to:**

[adam.worth@ontario.ca](mailto:adam.worth@ontario.ca)

### Collection of Information

Your personal information is being collected and will be used to determine your qualifications for employment with the Ontario Public Service, and for recruitment modernization initiatives. OPS Careers is an authorized common service in accordance with *s. 6 of the Ministry of Government Services Act, R.S.O. 1990, c. M.25* and this collection of personal information is necessary to the proper administration of OPS Careers.

Please do not provide more personal information than what is asked of you. For example, do not include your social insurance number, photograph, or banking information, etc. with your application. We strongly encourage you not to provide us with information beyond that which is requested in the job posting.

If you have any questions about the collection, use, disclosure, or retention of your personal information, please [contact us](#).

**All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.**

**Remember:** The deadline to apply is **Friday, May 20, 2022 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.**

**Accommodation is available under the [Ontario's Human Rights Code](#).**

*Darrell*

Resource Liaison Specialist  
Ministry of Northern Development, Mines, Natural Resources and Forestry  
Bancroft District  
Cell: (613) 401-2613  
Fax: (613) 332-0608  
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**Please Note:** As part of providing [accessible customer service](#), please let me know if you have any accommodation needs or require communication supports or alternate formats.