



## **GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY**

**Position:** Economic Intern  
**Category:** 16 Months (September 1 - December 15, 2026)  
**Location:** Kenora, Fort Frances, or Dryden, ON  
**Salary:** \$22.00 - \$25.00/hr  
**Closing Date:** September 30, 2025

### **Job Overview:**

Grand Council Treaty #3 (GCT#3), the Traditional Government of the Anishinaabe Nation in Treaty #3, is seeking a highly motivated and dedicated Economic Intern to join our team for an 18-month project. This unique opportunity offers valuable hands-on experience in economic research, data analysis, and community engagement within the context of Anishinaabe governance and economic development. The intern will play a crucial role in conducting a comprehensive consumer spending survey across the 28 communities within the Treaty #3 territory, contributing directly to informed decision making and strategic economic investments.

### **Key Responsibilities:**

- **Project Planning & Coordination:** Assist with the detailed planning and preparation for the consumer spending survey, including scheduling, resource allocation, and establishing communication channels
- **Community Engagement:** Coordinate with community members, local authorities, community leaders, and volunteers to facilitate survey distribution and data collection.
- **Survey Implementation & Monitoring:** Support the implementation of the survey, continuously monitoring progress, troubleshooting issues, and providing necessary support to field coordinators.
- **Data Management & Analysis:** Organize and compile survey responses into a comprehensive dataset. Conduct in-depth analysis of consumer spending patterns to enhance economic statistical data.
- **Reporting & Dissemination:** Contribute to the development of a detailed report summarizing survey findings, including visual aids. Assist in presenting preliminary findings to key stakeholders and disseminating the final report to policymakers, businesses, and community members.

- Workshop Facilitation: Support the organization and facilitation of discussions and workshops to explore economic development opportunities based on the survey data.
- Administrative Support: Provide general administrative support to the team and department managers as needed.

**Office Initiatives & Diverse Projects:** Contribute to broader office initiatives and diverse projects related to economic development within GCT#3.

### **Qualifications:**

- High school or post-secondary student aged 15-30 years (as per the referenced summer student job description, assuming similar eligibility criteria for youth internships).
- Proficient use of various office-based software, including Microsoft Office (Word, Excel, PowerPoint) and online video-conferencing platforms (Zoom, Blue Jeans, Microsoft Teams).
- An understanding of the Anishinaabe language, culture, and traditions is highly valued.
- Ability to work effectively with all levels of employees and departments.
- Ability to provide professional customer service.
- Excellent communication skills, both oral and written, with the ability to communicate effectively and diplomatically.
- Ability to work under pressure and meet deadlines.
- Strong organizational, prioritization, and multi-tasking skills..

### **Employment Conditions:**

- A clear criminal records/vulnerable sector check is required upon hiring.
- Travel may be required within Treaty #3 and surrounding areas.
- Ability to work in a busy office setting; repetitive work may be involved.
- Manual dexterity required to use a desktop computer and peripherals.
- Interaction with the public at large will be required.
- Overtime may be required.

### **Benefits:**

- Gain extensive hands-on experience in economic research, data analysis, and project management within an Indigenous governance context.
- Opportunity to develop professional skills and build a valuable network within Treaty #3 communities and leadership.
- Enhance communication and interpersonal skills through engagement with diverse stakeholders across 28 communities.
- Exposure to real-world economic challenges and opportunities, providing valuable insights and professional growth.
- Become part of a collaborative team dedicated to safeguarding the future of the Anishinaabe people and advancing self-determination.

Please send cover letter, resume, and contact information of 3 references to the attention of:

**Human Resource Department**

Grand Council Treaty #3

P.O Box 1720 Kenora, Ontario P9N 3X7

Email: [hr@treaty3.ca](mailto:hr@treaty3.ca)

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.