



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**

GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position Title: Economic Intern
Position: Existing Position (Temp full-time Contract ending March 31st, 2027)
Salary: \$22.00 – \$25.00/hr
Location: Kenora, Fort Frances or Dryden, ON — Justice Office (In Person)
Closing Date: May 5, 2026

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 12-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.

Duties and 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 a cover letter, resume, and contact information for 3 references to the attention of:

Human Resources Department
Grand Council Treaty #3
P.O. Box 1720, Kenora, Ontario P9N 3X7
Email: careers@treaty3.ca

We thank all those who apply. Only applicants selected for an interview will be contacted. Submission of a criminal record check is required prior to the offer of employment. **We at Grand Council Treaty 3 are committed to transparency in our hiring process and do NOT use AI in the screening process.**