



## BUSINESS DEVELOPMENT SUPPORT, BIO CENTRE

### YOUTH INTERN

#### PRIMARY DUTIES:

Will serve primarily as support and work directly under the supervision of the Business Development Officer, Bio Centre. This position will engage with members of Thessalon First Nation through community engagement and be a support liaison. This position will also support the Officer in finalizing the Bio Centre Development & Strategic Plan through a business process.

#### MAJOR RESPONSIBILITIES:

- Support in promoting and developing relationship building between community partners, members of the First Nation and industry;
- Support in reviewing and researching current information relevant to the project;
- Support to the Officer and the Project Team as the Plans are developed for cross sharing;
- Support in researching potential funding opportunities;
- Support in maintaining communication with all Project Team members of upcoming forums, events, etc.;
- Support in facilitating development and implementation of action plans and monitoring goals;
- Support in writing and summarizing written material;
- Support in updating and re-writing material.
- And other duties as may be required to achieve a successful outcome.

#### QUALIFICATIONS:

- Minimum Grade 12 or equivalent with some post-secondary education and/or other relevant work, volunteer, life and educational experience is preferred;
- Must be 30 or younger at the start of the project;
- Have an interest in project planning and communications;
- Basic computer skills and willingness to learn computer software;
- Have an interest in working with Aboriginal rural communities and Aboriginal issues;
- Willingness to work as a team member and independently;
- Have an interest in improving their written and oral communication skills;
- Use of an automobile, valid driver's license and appropriate insurance is preferred;
- Must be responsible, professional and have strong business ethics;
- Ability to work flexible hours.

**Please submit resumes to the attention of:**

**Mary Jane Wardell, Band Manager**

**Thessalon First Nation**

**40 Sugarbush Road**

**Thessalon, ON P0R 1L0**

**Fax: (705) 842-2332**

**E-mail: [mjwardell.tfn@vianet.ca](mailto:mjwardell.tfn@vianet.ca)**

**This is a contract position to March 29, 2019 and may be extended dependant on funding. Deadline for submitting is June 13, 2018 @ 3:30 p.m. No late applications will be accepted. Only those candidates selected for interview will be contacted.**