



IDENTIFICATION

Department	Position Title	
Executive and Indigenous Affairs	Intern – Policy Innovation	
Position Number	Community	Division/Region
11-17688	Yellowknife	Executive Council Offices

PURPOSE OF THE POSITION

The Intern – Policy Innovation provides research, analytical, and operational support to the Director, Strategic Operations within the Executive Council Offices. The position contributes to the development and implementation of strategic policy and operational processes that reflect the priorities of the Premier and Cabinet. The Intern supports inclusive, culturally safe, and equity-driven approaches to government operations by assisting with policy research and analysis, communications, stakeholder engagement, and coordination of strategic initiatives.

SCOPE

The Intern – Policy Innovation is located in Yellowknife and reports to the Director, Strategic Operations, within the Executive Council Office. The position operates in a complex and politically sensitive environment, supporting strategic operations that reflect the priorities of the Premier and Cabinet. The intern contributes to cross-government coordination, policy development, and communication efforts that are grounded in principles of equity, inclusion, and cultural safety.

The internship is designed to provide meaningful exposure to high-level government operations, offering hands-on experience in public policy development, strategic planning, and intergovernmental relations. The intern will gain insight into the decision-making processes of Cabinet and senior leadership, while developing analytical and communications skills.

This position reviews correspondence, assessing any political implications or priorities, determining areas of overlap, contradiction, or lack of internal consistency and coordination, and develops solutions for the Director, Strategic Operations. As part of this work, the Intern reviews letters and communications prepared by departments and Ministerial offices to ensure alignment with government priorities, consistency in messaging, and awareness of any political sensitivities before they are finalized and sent.



In addition to supporting day-to-day operations, the Intern contributes to innovation and continuous efforts within the Executive Council Office. This includes identifying opportunities to streamline processes, enhance service standards, and promote inclusive workplace practices.

The Intern functions at a unique level in the government and must possess potential for a wide range of organizational, communications, analytical, public relations, and diplomatic skills. The incumbent interacts with Ministerial Special Advisors, departmental senior management, staff of the Legislative Assembly, political staff within other governments, and Indigenous and community organizations.

This role plays an important role in supporting the Executive Council Office during transitions of government, helping to ensure continuity and operational readiness in a politically dynamic environment.

RESPONSIBILITIES

1. Provides political and strategic analysis and advice to the Director, Strategic Operations, and Chief of Staff on policy, program, and operational issues affecting the Executive Council Office.

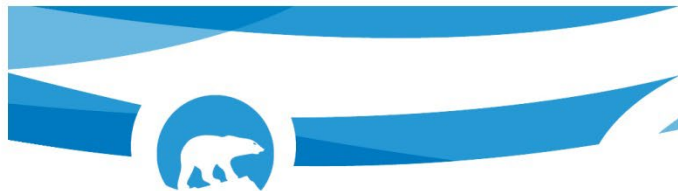
- Conducting research in support of policy, planning and program initiatives.
- Provide advice and consultative services using a cultural safety and/or equity lens on issues related to the GNWT
- Support the development of internal and external communications materials that reflect GNWT priorities and uphold cultural safety and equity.
- Reviewing correspondence prepared by Ministerial offices to assess political implications, alignment with government priorities, and consistency in messaging, identifying areas of overlap, contradiction, or lack of internal coordination.
- Assist in drafting policy documents, briefing notes, and backgrounders for senior leadership and Cabinet consideration.
- Conduct jurisdictional scans, literature reviews, and data analysis to support the development of inclusive, culturally safe, and evidence-based options.

2. Coordinate operational processes and track strategic initiatives.

- Help monitor timelines, deliverables, and commitments related to Cabinet priorities and Executive Council operations.
- Support the organization and documentation of meetings, events, and cross-departmental initiatives.

3. Assist with stakeholder engagement and intergovernmental relations.

- Contribute to respectful and culturally safe engagement with Indigenous governments, community organizations, and other partners.



- Support planning and logistics for strategic meetings, consultations, and events involving senior officials.
- 4. Support continuous improvement and capacity-building within the Executive Council Office.**
 - Assist in developing tools and templates that streamline operational processes and enhance service standards.
 - Participate in team learning activities, contribute to succession planning efforts, and promote inclusive workplace practices.
 - 5. Support transition planning and coordination during changes in government.**
 - Assist with supporting the Executive Council Office through transitions of government to ensure continuity and operational readiness.
 - Prepare office manuals and training guides to onboard new staff.
 - Document key processes to maintain clarity and consistency.
 - Coordinate office setup and ensure resources are in place for incoming teams.
 - Support orientation activities for new staff members.
 - Provide administrative and operational support to enable a seamless transition.
 - 6. Advance the priorities of the Government of the Northwest Territories by modeling public service excellence, fostering public trust, and committing to continuous self-reflection and whole-person development.**
 - Support cross-government collaboration by contributing to internal and external forums, public engagement initiatives, and strategic planning processes that promote integrated, innovative solutions across systems and sectors.
 - Drive transformation through innovation by identifying emerging issues and co-creating solutions to improve outcomes for communities.
 - Support the GNWT's mandate to strengthen government-to-government relationships with Indigenous governments by contributing to respectful, culturally safe partnerships that foster trust, reciprocity, and shared leadership in advancing priorities of mutual interest.
 - Build public confidence in government by preparing clear, accountable communications and ensuring administrative and financial processes are transparent, timely, and aligned with public commitments.
 - Promote open and responsive governance through the development of briefing materials and reporting that support informed decision-making and demonstrate integrity in public service.
 - Acknowledge and reflect on one's own positionality, including the impacts of colonization and racism, and commit to personal and organizational growth in support of reconciliation.
 - Model a growth mindset by embracing complexity, navigating discomfort with



- curiosity, and committing to lifelong learning and whole-person development.
- Create inclusive and supportive work environments by fostering spaces of collaboration and continuous learning that reflect the diversity and strengths of the people of the Northwest Territories.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Travel is required which can disrupt home life.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrate sound judgment, discretion, and maturity in navigating sensitive, complex, and politically nuanced environments.
- Knowledge of political environments and ability to identify potential implications for the GNWT.
- Knowledge of colonial history and inequities experienced by Indigenous peoples, including but not limited to the residential school system and systemic racism.
- Apply knowledge in a rapidly changing and challenging environment.
- Ability to analyze, evaluate, and interpret a wide range of information using an equity lens, including legislation, policies, provincial/territorial/federal, and GNWT initiatives.
- Research and analysis abilities.
- Oral and written communication skills.
- Ability to effectively prioritize to meet changing demands.
- Self-directed, proactive, and creative; works independently with minimal supervision.
- Demonstrates skills in relationship building and working collaboratively and cooperatively as an effective team member within diverse work groups and teams across the organization.
- Organization and time management skills.
- Computer skills, including ability to use word processing software, spread sheets, E-mail and Internet.

- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A degree in political science, Indigenous studies/governance, business, economics, public administration, communications, or other social sciences.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☒ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☒ Preferred