



Government of Northwest Territories

IDENTIFICATION

Department	Position Title	
Education, Culture and Employment (ECE)	Indigenous Language and Culture Intern	
Position Number(s)	Community	Division/Region(s)
71-14858	Yellowknife	Indigenous Languages and Education Secretariat (ILES)

PURPOSE OF THE POSITION

The Indigenous Language and Culture (ILC) Intern provides research, communication, administration, program development and delivery support to the Indigenous Languages and Education Secretariat (ILES) in order to facilitate the efficient development and implementation of public programs and services.

This research, administrative, communication and program support is required for effective operation of the Secretariat, including developing and conducting research projects, and providing other information necessary to support the legislation, policies, and programming in Indigenous language and education programs and Indigenous language revitalization and promotion initiatives.

SCOPE

Reporting to the Director of ILES, this Intern position is located in Yellowknife and responsible for providing research, communication, administration, program development and delivery support to the ILES.

The ILC Intern will ensure that professional academic research principles, procedures practices and methodologies are applied to all work related assignments. The incumbent will provide support for program development and implementation by creating documents and presentations, facilitating presentations, and coordinating meetings.

The Intern also works closely with ECE colleagues across multiple divisions, often in a team-based approach. ECE is currently undertaking a process of renewal both in the early childhood sector and Junior Kindergarten to grade twelve (JK-12) schools. Substantial changes to curriculum and assessment approaches may result from this work. It is anticipated that this Intern position will require some inter-disciplinary theme and project based work.

The Intern must have a strong understanding of specialized research methodologies, including knowledge of precise research theories and principles in obtaining and maintaining accurate information and administrative database. The specialized knowledge areas vary in content and include legislation, regulations, programming and policies, and university level research topics. The incumbent is responsible for analyzing and assessing research information, producing resource materials and assigned projects and for making educated, informed decisions as they relate to the implementation of assignments.

The incumbent will work in consultation with ILC Coordinators to determine how research is to be completed and, within the scope of the guidelines, will implement and complete the assigned research and provide required reports. This understanding and knowledge is critical to informed decision-making by ILC Coordinators.

Providing research and minor administrative duties, the incumbent deals daily in person, by electronic email or by telephone, with a variety of partners including department staff, education bodies staff, Aurora College staff, officials from other Government Departments, and representatives from Indigenous Governments and organizations, non-governmental offices, industry and the general public. Efficient research has a direct impact on the quality of the operational effectiveness of the Secretariat.

RESPONSIBILITIES

1. Assist ILC Coordinators and Working Groups to research, analyse, and summarize information to support the effective and appropriate development and revisions of programs and policies for the ILES.

- Determine the need, depth and scope of research, data sources and collection methodology necessary to produce information that will clearly identify the issue;
- Carry out research assignments for ILC Coordinators and Working Groups, by following appropriate research methodologies including: making telephone inquiries; conducting surveys; and using library internet and research;
- Review reports including literature reviews and reviews of other jurisdictions, legislation, policy and other documents both manually and through the internet;
- Complete analysis, prepare background information and perform other research tasks;
- Research and gather information for GNWT policies, legislation, regulations, documents, proposals, research material, briefing notes and other documents, related to research methodologies and strategies;
- Review, assist in analysis, and prepare research information;

- Synthesize complex or diverse information;
- Consult with the objective of clarifying or obtaining information from key contacts;
- Monitor trends in programming in the NWT and in other jurisdictions;
- Identify problems with completion of research tasks and propose solutions;
- Provide options for changes/additions to policies and programs and make recommendations on the most efficient and effective options in meeting the Division's mandate;
- Utilize computer software to produce graphics and statistical tables for Divisional publications and reports;
- Create and maintain research files and records; and,
- Develop, prepare and distribute program information, communication, support and promotional materials, including resources, brochures, and invitations.

2. Assist ILC Coordinators and Working Groups to create and prepare presentations, including slide decks, and complete other specific tasks, assignments, reports and documents, as requested.

- Prepare results, summaries, reports, papers, information materials and binders from research assignments;
- Coordinate completion of assignments by revising documents, collating reports, collecting research information and other records for internal use;
- Assist in reviewing and editing research information for accuracy and completeness;
- Create and develop presentations related to specific programs. Depending on the program, some data is updated monthly, other data series are annual;
- Solicit feedback to modify presentations and designs;
- Ensure timely and accurate production;
- Collect, maintain, and ensure that all pictures and videos used are relevant, and have permissions to be use;
- Prepare and distribute mailouts including manuals, information items and materials for meetings and presentations; and,
- Maintain statistics on programs required.

3. Provide administrative and delivery support to the ILES.

- Assist in coordination of meetings, including scheduling dates, updating memberships, completing hospitality requests, organizing travel when necessary, and drafting invites, agendas and meeting minutes;
- Organize and attend training and meetings, taking notes and providing support as required; and
- Facilitate meetings and workshop sessions as required.

4. Perform other tasks, duties and functions as assigned by the Director of ILES.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of college/university level theory in research methodologies;
- Awareness of Indigenous educational, social and cultural issues and challenges, specific to, but not limited to, the NWT;
- Awareness of the importance of traditional knowledge, culture and language;
- Knowledge of computer information systems especially databases, word processing and publishing programs
- Effective interpersonal and communication skills;
- Strong organizational and time management skills;
- Strong research and analytical skills;
- Effective electronic communication skills
- Demonstrated professional public presence;
- Ability to work cooperatively in team situations;
- Able to work with diverse personalities and interests;
- Motivated, self-initiated;
- High level of accuracy and attention to detail;
- Tact and diplomacy;
- Effective use of computer technology for communication and presentations; and
- Ability to manage time and tasks efficiently and effectively.

Typically, the above qualifications would be attained by:

Completion of a Bachelor's Degree in Education, Linguistics, or a related field. Preference will be given to a candidate who has specific Indigenous language and/or culture-based education or linguistics experience within a Northern context. Proficiency of the incumbent in at least one NWT Indigenous language or French would be an asset.

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 applies)

- 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: Aboriginal Language - not specified

- Required

- Preferred