

ENGAGEMENT INTERN

(full-time / co-op)



Aaron Aubin Consulting Inc. (Aubin) is an Indigenous-owned consulting firm working in Canada to deliver tailored and innovative solutions. Aubin pursues client relationships and projects that empower meaningful dialogues between Indigenous communities and government and corporations. Dedicated exclusively to projects that deliver societal benefits, Aubin has provided Indigenous engagement, planning, and advisory support for complex and high-profile community-building and infrastructure projects across Canada. Aubin's four core services areas include Indigenous and Stakeholder Engagement, Community Planning and Development, Strategic Planning and Capacity Building.

Aubin is currently seeking to fill multiple new positions for **Engagement Intern** in our **Calgary office**. Applicants must be registered in a post secondary institution and in the process of obtaining or have recently completed a degree or diploma in Indigenous studies, sociology, communications, marketing, journalism, business, planning, or a related field.

DUTIES

The position will require the following duties to be performed:

- Support and/or lead workshops, focus groups, one-on-one interviews, open houses and talking circles
- Communicate, interact and present to diverse communities, stakeholders and organizations
- Prepare and plain language reports, plans, proposals, briefing notes, fact sheets, newsletters, digital materials, web content, and news releases
- Collaborate and support engagement design, planning, communications, and reporting
- Transcribe, clean/organize, code and analyze engagement input
- Support qualitative and quantitative research
- Logistics and technical support for in-person and online engagement events
- Assist with drafting and preparing case studies, surveys, literature reviews and/or environmental scans
- Assist with proposal writing and development of marketing material and presentations
- Use technology such as audio/video recorders to capture unique stories and valuable knowledge
- Create, collect, and organize visual asset materials (infographics, illustrations, photos, videos, etc.)
- Organize and inventory equipment and supplies
- Drive/travel to and from meeting and engagement events
- Solve problems and think on your feet
- Apply various computer software applications to solve a variety of problems and tasks
- Work independently and collaboratively in team environments
- Manage and deliver projects with competing deadlines
- Work in multiple software platforms, such as Windows, Mac, and Chrome

Other Job Requirements

- Push, pull, and lift materials up to 50 pounds
- Valid driver's license (non GDL) along with a clean driver abstract
- Fluent in English (oral and written), fluency in Cree, Blackfoot, Dene, French, or Stoney is an asset
- Must have Canadian Citizenship, Permanent Residence or Refugee Status
- Potential air travel to meetings and events throughout Canada, with overnight stays

Compensation

This position pays \$20.00 per hour.

Work Environment

Aubin is headquartered in SE Calgary, Alberta. Staff operate out of a professional and collaborative studio environment, featuring innovative technology and ergonomic workstations to support creative problem solving. Aubin follows public health restrictions and adheres to internal health & safety protocols when interacting with clients.

Work / Co-op Term

All terms are limited to 4-months.

Now Accepting Applications (Availability)

- Immediate Positions
- Winter (Jan-Apr) 2024
- Spring/Summer (May-Aug) 2024
- Fall (Sep-Dec) 2024

To Apply

Please send a **single PDF file** that includes your cover letter and resume to: careers@aubinconsulting.com, quoting the above job title, term (work or co-op), and availability. Please feel free to include samples of your work or portfolio for further consideration in a **separate PDF file or provide a web link**.

Indigenous Heritage (First Nation, status or non-status, Métis, Inuit), Indigenous based volunteering and work related experiences are assets for this position. Candidates chosen for an interview will require work related references. A successful candidate for the position will be required to pass a Police Information Check for employment.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted. No telephone inquiries please.