



Event Planner – Internship

Thunder Bay Office – 12-month placement

Northern Policy Institute is seeking a full-time Event Planner for a 1-year internship in **Thunder Bay**. The ability to work independently while simultaneously being part of a close-knit team is critical. **This position is ideal for those seeking a first position post-graduation or looking to bring their knowledge and experience to Northern Ontario.**

A detail-oriented individual, the Event Planner will be responsible for planning, coordinating, and delivering events across Northern Ontario in the context of physical distancing and travel limitations. A focus of this work will be identifying existing resources to assist and encourage successful coordination and engagement across Ontario's central, western, and northern regions.

Knowledge of event planning, event delivery, event management and registration software, engaging with suppliers, and the management of other event logistics is critical. Marketing knowledge, communications training or experience, and social media savvy would also be helpful. Bilingualism would be an advantage. Multilingualism, or a special knowledge of Northern Ontario would also be assets.

Candidates are asked to provide a one paragraph statement as to why they have applied for the position in this specific community. Applications that do not include this information may not be considered.

Northern Policy Institute appreciates all expressions of interest; **only candidates who are to be interviewed will be contacted.** The salary for this position is **\$39,130** per year (plus benefits).

Deadline for applications is **midnight eastern time 4 August 2021.**

Please forward a cover letter, resume and references to hr@northernpolicy.ca with **Event Planner** in the subject line.

*Northern Policy Institute is committed to building capacity in Northern Ontario. As such, while positions are not allocated to specific demographics, there is a hiring preference in place. When considering applications from two equally qualified candidates, NPI will give preference to First Nation, Métis, Inuit, or Francophone candidates. Candidates coming from rural or remote northern communities or with a stated interest in working in northern regions in the future will also be given special preference. If any of these characteristics apply to you, **we encourage you to voluntarily state this in your cover letter.***

FedNor Internships are targeted at unemployed or underemployed youth (under the age of 30) who have graduated with a degree or diploma from a post-secondary institution within the last three years, are legally entitled to work in Canada, and have not been previously employed under a FedNor Youth Internship funding agreement, or other federal or provincial internship with pay for a period of six (6) months or more.

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