

Office & Operations Assistant Summer 2021, Thunder Bay

Want to make a difference in Northern Ontario?

Northern Policy Institute is seeking a full-time Summer Office & Operations Assistant for a placement at our main office in **Thunder Bay**.

The Office & Operations Assistant will perform day-to-day administration and operations tasks in support of the smooth running of the Institute. These tasks will include purchasing, supplier relations, inventory, procedures review and revision, and other tasks as assigned. Learn how to manage a not-for-profit with over 20 staff and multiple locations!

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 range for this position is \$17-\$19 per hour for Bachelors or College level candidates, and \$19-\$21 per hour for Masters level candidates. Internships will begin 1 June 2021 and end 27 August 2021.

Deadline for applications is **midnight eastern time 9 May 2021**.

Please forward a cover letter, resume and references to hr@northernpolicy.ca with **Summer 2021 Thunder Bay – Office & Operations Assistant** in the subject line.

Experience North will normally receive some partial funding from the Canada Summer Jobs Program. Applicants should be aware of the eligibility requirements for that program. To be eligible for Canada Summer Jobs Funding, youth must: **be resident (temporarily or permanently) in the federal riding where the grant is disbursed** be between 15 and 30 years of age at the start of the employment; be a **Canadian citizen, permanent resident, or person to whom refugee protection has been conferred** under the Immigration and Refugee Protection Act for the duration of the employment; and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*Experience North is a program intended to build capacity in Northern Ontario. As such, while spots 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.***