

Office/Operations Assistant
Summer 2022, **Thunder Bay**

Northern Policy Institute is seeking a full-time **Office/Operations Assistant** for a 16-week position in **Thunder Bay, Ontario**. For information about the community of Thunder Bay, please visit:
<https://www.thunderbay.ca/en/index.aspx>

This position is ideal for those seeking to build firsthand experience in the administration and management of a not-for-profit organization. Or someone looking to expand their knowledge and understanding of Northern Ontario.

The Operations Assistant will get hands on experience managing the day-to-day activities of a complex, multi-site research institute. Deal with suppliers, contractors, and internal operations. Monitor, update, or draft internal policies and procedures. Track inventory, order supplies, manage travel and accommodation. Everything up to and including keeping the lights on and the internet running.

Business administration, commerce, and management students may find this position especially rewarding. But anyone interested in learning how to run a small business, not-for-profit, or charity should apply. Join an amazing team and learn to handle the pressure of real responsibility for key operational choices.

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 \$18-\$20 per hour for Bachelor or College level candidates, and \$20-\$22 per hour for Master level candidates. placements will begin 09 May 2022 and end 26 August 2022.

An increment of \$500 over and above base salary is available for those who can fluently speak both French and English in a professional setting.

Deadline for applications is **midnight eastern time 17 January 2022.**

Please forward a cover letter, resume and references to hr@northernpolicy.ca with **Summer 2022 Thunder Bay, Operations** in the subject line.

Experience North receives 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 a 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.***