



# BINGWI NEYAASHI ANISHINAABEK

## HEAD OFFICE

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BNAFN.ca

## JOB POSTING

### ECONOMIC DEVELOPMENT INTERN

*Do you have a passion for helping communities work towards self-sufficiency and economic independence?*

Become a part of Bingwi Neyaashi Anishinaabek's (BNA) Economic Development Team! BNA is seeking a positive, community-minded individual who is energized by challenge and motivated to serve our community. The Economic Development Intern will play a supportive and collaborative role, working closely with coordinators and contributing to a wide range of projects to ultimately support the community in working toward achieving economic independence. The role supports ongoing economic development activities, research new funding opportunities, develop resources and monitor strategies. This position offers hands-on experience in community-focused economic development that supports BNA's long-term goals and priorities.

#### **Responsibilities and duties:**

- Provide support for ongoing economic development projects to help ensure they progress on schedule.
- Complete tasks assigned by the supervisor in a timely and professional manner.
- Collaborate with coordinators at BNA.
- Support current economic development initiatives within the community.
- Research new opportunities for BNA to support organizational and community growth.
- Participate in data collection, analysis, and community outreach activities throughout the internship.
- Contribute ideas and input regarding economic development opportunities for the community.
- Other duties.

#### **Qualifications:**

- Recently graduated from a post-secondary program in Business Administration, Commerce, Economics, Economic Development, or equivalent related field of study.
- Basic knowledge of or interest in economic development, community development, or public sector initiatives;
- Ability to communicate effectively and diplomatically, both verbally and in writing, with coworkers, community members, and with outside agencies and partners;
- Ability to establish and maintain cooperative working relationships;
- Time management and organizational skills, ability to assume responsibilities and meet deadlines while being flexible to accommodate shifting priorities;
- Ability to take direction and effectively deliver on key goals of leadership;

- Multi-tasking abilities, and being able to work on several projects simultaneously;
- Proficiency with Microsoft Office applications, particularly Excel, Word, and PowerPoint.
- Valid Class “G” Driver’s License and access to a reliable vehicle would be an asset.

**Salary Range:** Starting at \$20/hour. Dependent upon education and/or experience, excellent benefits package!

**Duration:** 52 weeks (1 year)

To pursue this opportunity, please submit a cover letter and resume to Meredith Seebeck at [HumanRes@bnafn.ca](mailto:HumanRes@bnafn.ca) by Thursday, May 7, 2026 at 4:30PM

Miigwetch to all those who apply. Only those selected for further consideration will be contacted.

Bingwi Neyaashi Anishinaabek looks to its membership to fulfill job positions; however, if a qualified candidate cannot be found within our community, BNA will consider a First Nation person outside of our community and then will look to the general public.

This opportunity is proudly supported by **Northern Ontario Heritage Fund Corporation** and is funded through the Indigenous Workforce Development Program. It is a requirement under this program that the selected candidate for this position self-identify as an Indigenous person.

**Candidate Criteria:**

- Candidate for this position must identify as an indigenous person, including First Nation, Metis or Inuit.
- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- **Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.**
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed.

**This internship is supported by:**

