



## **Summer Internship Opportunity**

<b>Position:</b> Indigenous Knowledge Repository Support Assistant	
<b>Organization:</b> Indigenous Advanced Education & Skills Council	<b>Start Date:</b> Early May 2026 <b>End Date:</b> August 29, 2026
<b>Posting Date:</b> April 15, 2026	<b>Deadline to Apply:</b> April 25, 2026

### **Summary**

The **Indigenous Knowledge Repository Support Assistant** is a full-time paid summer internship role. This role will work closely with the Executive Director as a communications specialist to support the creation and development of an Indigenous Knowledge Repository system. The applicant must bring a strong understanding of the importance of community, culture and language in the Indigenous post-secondary sector.

The applicant will require strong interpersonal and excellent communication skills interacting regularly with representatives from all nine Indigenous Institutes. The applicant must demonstrate a good understanding of Indigenous processes in comparison to colonial structures. In addition, the applicant will be working directly with key partners in the development of the knowledge repository.

All work completed will be in accordance with the Indigenous Advanced Education and Skills Council (IAESC) mandate, policies, and the *Indigenous Institutes Act, 2017*.

This position is open to post-secondary students currently enrolled at an Indigenous Institute, College or University. **To be eligible to apply**, students must be returning to fulltime studies in the Fall.

### **About the Organization**

At IAESC we offer you a challenging and exciting career opportunity that supports the advancement of the Indigenous post-secondary sector in Ontario. IAESC is an independent, non-political organization and not-for-profit organization.

Our mandate is to provide quality assurance for Indigenous Institutes in Ontario. We aim to support Indigenous Institutes in offering high quality culturally relevant programs guided by Indigenous worldviews, knowledge, traditions, and culture. IAESC supports the strengthening of Indigenous education by setting culturally grounded standards that ensure programs meet both Indigenous and academic benchmarks that are recognized across institutions, this means students can carry their credits forward as they continue their learning pathways. Our dedicated staff are also involved in research, partnership development, and other relevant initiatives.

The *Indigenous Institutes Act, 2017* (the Act) acknowledges the importance of Indigenous lead education for Indigenous learners in Ontario. Indigenous Institutes are learning spaces where the wellbeing of each learner, Indigenous knowledge, language, worldviews and ways of being come first.

## **Position Details**

### **Qualifications**

- Must be currently enrolled in post-secondary studies and returning to school in September 2026. Verification of enrolment status is required.
- Experience working with SharePoint, Microsoft Word, Excel and PowerPoint.
- Experience working with project stakeholders, Indigenous organizations and First Nations communities is considered an asset.
- Experience working with databases, repositories or online software systems.
- Lived experience as a First Nations, Métis or Inuit person with direct experience and familiarity with your respective community.

### **Key Responsibilities**

- Support the coordination of the development of an Indigenous Knowledge Repository system.
- Support the project through research, technical assistance, compiling of information, development of procedures and planning.
- Regularly provide status reports and updates as requested.
- Collect, synthesize and analyze data, resources and digital media materials.
- Tactfully work with confidential and sensitive information.
- Carry out additional duties as assigned.

### **Preferred Skills and Competencies**

- Ability to work independently and take initiative.
- Strong understanding of ethical data practices.
- Interest in and lived experience with Indigenous education, culture, and language.
- Superior communication skills.
- Strong attention to detail and proven ability to meet deadlines.
- Personal qualities of integrity, credibility, professionalism, a commitment to lead by example and dedication to the mission of IAESC.
- Experience in writing, research and preparing of briefing notes.
- An Ontario Driver's license or other valid license for use in Ontario is an asset.



## **Language Requirements**

Proficiency in English, both oral and written.

## **Location**

The primary workplace location will be a remote work from home setting. There may be some in person meetings or overnight travel through the course of the summer, however, ample notice will be provided for planning and travel coordination. Travel expenses will be reimbursed in accordance with IAESC's Travel Guidelines.

## **Fixed-term Employment**

Hours of work are 35 hours/week. The position will start in early May and end on August 29, 2026.

## **To Apply**

Please send your cover letter or letter of interest along with your resume to [communications@iaesc.ca](mailto:communications@iaesc.ca) by April 25, 2026, 11:59 P.M. Please include confirmation of student enrolment status and how you self-identify (First Nations, Métis or Inuit).

