

Job Description

Position Title: Internship Position
Term: 2 Year Term
Salary: \$65,000
Location: Yellowknife
Reports to: Executive Director

Aboriginal Sports Circle NWT

Established in 1999, the Aboriginal Sports Circle (ASCNWT) was created through a national consensus-building process. ASCNWT was created as one of 13 provincial/territorial aboriginal sport bodies (PTASB) in response to the need for more accessible and equitable sport and recreation opportunities for Aboriginal peoples across Canada.

ASCNWT's mandate is to develop indigenous culture, sport, athletes and coaches across the NWT. ASCNWT achieves these goals through a number of community programs and events along with territorial and national partnerships.

Purpose of the Position

The internship will have three focuses:

- A. **Games Management** – The internship will be used as a support staff position to help deliver Team NWT for the North American Indigenous Games to be held in July 2021. Giving the intern the ability over the first year to learn all about multisport games and team management surrounding these games.
- B. **Indigenous Coach Development** – Through the promotion of NAIG, the internship will be tasked with partnering with TSO's to identify an indigenous coach that they can mentor and train. TSO's will have the ability to bring an indigenous apprentice coach with them to NAIG in 2020. This will not only be limited to TSO's that can participate in NAIG but available to any TSO that has identified potential indigenous coaches and wants to mentor and train them to be competent coaches in their sport. The program will financially help TSO's train these coaches as well as provide financial support for them to attend tournaments, national championships and major games that the TSO may be competing in.
- C. **Program Coordination** – The internship will be used an opportunity assist ASCNWT in all aspects of the organization: Community development and event management. This will give the intern an opportunity to learn the inner workings of an Indigenous sport and recreation non-profit and the organization's impacts on the public, communities, other government departments, territorial organizations and the private sector.

Reporting Relationship

The internship will report directly to the Executive Director and Team NWT Chef de Mission.



Activities & Duties

A. North American Indigenous Games (NAIG) Management

- Host Society
 - Work alongside Chef de Mission to liaise between host society and TSO's.
 - Work with host society to share Team NT concerns and questions to help deliver a successful games.
 - Attend host society mission meetings prior to games.

- Territorial Sport Organizations (TSO) Partnership
 - Establish a relationship with TSO's taking part in the North American Indigenous Games.
 - Be a point of contact for TSO's to answer questions regarding NAIG
 - Develop and share all NAIG related news to TSO's.
 - Administration of selection funding to TSO's.
 - Help TSO's where necessary in selection and preparation for the games.
- Team NT Communications
 - Manage Team NT social media prior to the games.
 - Develop posters and promotional material for Team NT and NAIG 2020
- Mission Staff
 - Help with the promotion and selection of Team NT mission staff.
 - Work with mission staff to establish a relationship with TSO.
 - Help prepare mission staff for their volunteer role at the games.
- Team NWT Gear
 - Work with Chef and Mission Staff to coordinate distribution of clothing to Team NWT participants
- Travel
 - Work with vendor to plan Team NT travel to games.
 - Work with Chef and Mission Staff to manage Team NWT participants' travel to and from the Games.

B. Indigenous Coach Development

- Program Development
 - Develop program outline and objectives.
 - Promotion of program.
 - Conduct program evaluation
- TSO Partnership
 - Establish and develop relationship with participating TSO's.
 - Work with TSO's to identify potential coaching candidates.
 - Work with TSO's to develop coaching development strategy.
- Funding
 - Make funding accessible to TSO to help with coaching development and training.
- Evaluation
 - Create evaluation tools for both TSO and apprentice coach.

C. ASCNWT Program Coordination

- Assist in Developing, Delivering, Evaluating, and reporting on all programs related to the Aboriginal Sport Circle Northwest Territories.
- Report to the Executive Director on the delivery of all things related to Community Development and Events.
- To assist other staff and departments of the Aboriginal Sport Circle of the NWT for the delivery of all programs.
- Responsible for dealing with media and updating ASCNWT media outlets. Including radio, print, television, website and social media.
- Expectations are to travel to any city or community to meet the responsibilities of this description.
- May attend various meetings at various locations regarding ASCNWT.
- To listen and gather community needs & concerns. Act as a resource person and follow up with those concerns and needs with the proper lines of communication.

Qualifications

A. Education

- Preference given to candidates with post-secondary diploma or degree in sport and recreation, business, event management, indigenous studies, communications or a related field.
- Internship is designed to be an opportunity for recent graduates to gain work experience.

B. Knowledge, Skills & Abilities

- Knowledge of community cultures, traditions and history.
- Knowledge of the political landscape of the communities in the NWT.
- Knowledge/Experience of event planning.
- Knowledge/experience working in or with remote communities
- Ability to strategically plan for future growth.
- Ability and experience speaking to and facilitating large groups.
- Knowledge/Experience of social media, website management and creating electronic publications.

C. Proficiency and use of computers for:

- Microsoft Office (Excel, Power Point, Word)
- Email
- Internet
- Social Media (IE Facebook, Instagram, Twitter)
- Experience with Illustration programs are considered an asset

D. Additional Requirements

- Satisfactory criminal records check, and vulnerable sector check required.
- Extensive travel may be required to deliver certain ASCNWT programs.
- Successful applicant must be of indigenous descent.



Working Conditions

- Physical Demands
 - Normal office environment. Work sometimes requires set up and take down of events and packing and unpacking of ASCNWT program equipment.

- Environmental Demands
 - Attention, concentration and coordination which often can result in multi-tasking.