

## Internship – Job Description

**Position Title:** Internship  
**Term:** 2 Year Term  
**Salary:** \$65,000-70,000  
**Location:** Yellowknife, Northwest Territories  
**Reports to:** Executive Director

### **Aboriginal Sports Circle NWT**

Established in 1999, the Aboriginal Sports Circle of the Northwest Territories (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 Northwest Territories (NWT). ASCNWT achieves these goals through several community programs and events along with territorial and national partnerships.

### **Purpose of the Position**

The internship will have several different responsibilities over the course of their contract, to offer as wide a range of experience as possible. Some of these responsibilities include:

- A. **Games Management** – The internship will be used as a support staff position to help deliver Team NT to the 2023 North American Indigenous Games in Halifax, NS.
- B. **Event Management** – The Intern will work alongside the Events Manager in organizing, planning, and delivering all ASCNWT key events.
- C. **Leadership Development** – Work alongside the Leadership Development Coordinator to help plan and navigate the Aboriginal Coaching Modules and the leadership workshops.
- D. **Governance** – The Intern will work alongside the Executive Director to help with the governance of the organization.
- E. **Other Programs** – The Intern will support other work areas of ASCNWT as needed.

### **Reporting Relationship**

The internship will be delegated tasks from ASCNWT Manager and report directly to the Executive Director.

## **Activities & Duties**

### **A. North American Indigenous Games (NAIG) Management**

- Host Society
  - Work alongside Chef de Mission to liaise between host society and Territorial Sport Organizations (TSO).
  - 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 Partnership
  - Establish a relationship with TSO taking part in the NAIG.
  - Be a point of contact for TSO to answer questions regarding NAIG
  - Develop and share all NAIG related news to TSO.
  - Administration of selection funding to TSO.
  - Help TSO where necessary in selection and preparation for the games.
  
- 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 de Mission 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 NT participants' travel to and from the Games.

### **B. ASCNWT Program Assistance**

- Event Management
  - Logistical coordination of ASCNWT events including flights, accommodation, venue booking etc.
  - Develop promotional material.
  - Coordinate registration processes for all events.
  - Public speaking during events.
  - Coordination of equipment and material for all events.

- Leadership Development
  - Logistical coordination of ASCNWT workshops and leadership development opportunities including flights, accommodation, venue booking etc.
  - Develop promotional material for ASCNWT workshops.
  - Work with instructors to facilitate workshop effectively.
  - Build a positive relationship with coaches and volunteers across the NT.
  - Work with communities and schools to identify courses needed or potential individuals to take part in workshops.
  
- Governance
  - Logistical coordination of ASCNWT board meetings including flights, accommodation, venue booking, etc.
  - Research and development of new and existing ASCNWT policies.
  - Policy writing.
  - Research of best practices across the sector and help ASCNWT implement new practices for the benefit of our membership.

### **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 (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 sport and recreation office environment.
- Environmental Demands
  - Normal office environment
- Sensory Demands
  - Normal office environment
- Other Demands
  - Work sometimes requires set up and take down of events and packing and unpacking of ASCNWT program equipment.

**How to Apply**

Interested parties should submit their cover letter and resume, no later than November 20, 2022, to:

Aaron Wells  
Executive Director  
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867.669.8338