

## ENGAGEMENT INTERN

(Full Time - Temporary)



**Aaron Aubin Consulting Inc.** (Aubin) is an Indigenous-owned consulting firm working in Canada to deliver tailored and innovative solutions to clients. Aubin pursues client relationships and projects that empower meaningful dialogues between Indigenous communities and government and corporations. Dedicated exclusively to projects that deliver societal benefits, Aubin has provided Indigenous engagement, planning and advisory support for complex and high-profile community-building and infrastructure projects across Canada. Aubin's four core services areas include Indigenous and Stakeholder Engagement, Community Planning and Development, Strategic Planning and Capacity Building.

Aubin is currently seeking a highly motivated student for the position of Engagement Intern in our Calgary office. The student must be registered in a post secondary institution and in the process of obtaining a degree or diploma in communications, public relations, Indigenous relations, journalism or a related field.

### QUALIFICATIONS AND EXPERIENCE

#### Knowledge about Indigenous Peoples and Communities

- Lived or professional experience working with Indigenous Communities
- Understanding of Indigenous Peoples, protocols, history, the Truth and Reconciliation Commission of Canada's Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples
- Ability to build and foster relationships with Elders, Knowledge Keepers, urban Indigenous communities, academic institutions, governments and youth

#### Indigenous and Public Engagement

- Ability to communicate, interact and present to diverse communities, stakeholders and organizations
- Keen interest in community building and Indigenous and public engagement, with demonstrated knowledge and understanding of engagement design and facilitation
- Ability to organize, plan and implement in-person and virtual engagement events

#### Communication

- Highly developed communication skills, including oral, written and graphics
- Strong interpersonal and communication skills and a passion for working with people
- Ability to develop and deliver presentations to internal and external audiences
- Ability to write and edit materials that reflect intended tone, style and messaging
- Experience with digital media applications and graphic design methods to produce communications materials
- Understanding of social media platforms and can use different digital channels to communicate with target audiences
- Experience in creating infographics and posters using visual design websites, conducting surveys using online platforms and predictive modeling and/or Machine Learning would be beneficial
- Strong strategic thinking skills, political acumen, diplomacy, discretion, cultural sensitivity, tact and good judgement

#### Research and Analysis

- Understanding of research practices to source communications information, identify trends, assess opportunities and draft/present findings
- Experience conducting qualitative and quantitative research
- Proficiency in NVivo, STATA, SPSS and other research-related software and analytic programs

## Other Qualifications

- Experience using computer software applications: Adobe Creative Suite, Microsoft Office, and Google Workspace (formerly G Suite) on both Windows and Mac platforms
- Strong organizational and problem-solving skills
- Attention to detail and the ability to deliver high-quality work on multiple projects with competing deadlines
- Ability to conduct research and provide analysis on a wide range of topics with minimal supervision
- Valid drivers licence (non GDL) along with a clean driver abstract
- Fluent in English and French (oral and written)

## DUTIES

The position will require the following duties to be performed:

- Collaborate with the team to support engagement design, planning, communications, and reporting
- Support and/or lead workshops, focus groups, one-on-one interviews, open houses and talking circles
- Support project research of varying complexity utilizing quantitative and qualitative research methods
- Transcribe, refine, code and analyze engagement input using NVivo program
- Conduct case studies, surveys, literature reviews and/or environmental scans
- Write/edit content for reports, proposals, briefing notes, fact sheets, newsletters, digital materials, web content, and news releases
- Provide logistics support for site visits and events (mobilizing and demobilizing)
- Create, collect and organize visual asset materials (infographics, illustrations, photos, videos, etc.)
- Assist with proposal writing and development of marketing material and presentations
- Using technology such as audio/video recorders to capture unique stories and valuable knowledge
- May involve driving to and from meeting and engagement events
- Potential air travel to meetings and events throughout Canada, with potential for overnight stays
- Push, pull and lift materials up to 50 pounds

## Work Environment

Aubin is headquartered in Southeast Calgary, Alberta. Staff operate out of a professional and collaborative studio environment, featuring innovative technology (drones, audio/video recording equipment, interactive screens and video conference equipment) and ergonomic workstations to support creative problem solving.

Given current COVID-19 government restrictions, the candidate must have access to reliable internet and be able to work remotely; accommodations (laptop, large screen monitor) may be available if required.

## Compensation

Compensation is commensurate upon experience.

## Apply

Send a cover letter and resume to: [careers@aubinconsulting.com](mailto:careers@aubinconsulting.com), quoting the above job title. Preference will be given to candidates with Indigenous Heritage (First Nation, status or non-status, Métis, Inuit). Candidates chosen for an interview will require work related references. The successful candidate for the position will be required to pass a Police Information Check for employment.

**We thank all applicants for their interest, however, only candidates selected for an interview will be contacted. No telephone inquiries please.**