



City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 172,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

Job Title: Temporary Full-Time Indigenous Program Assistant **Posting Number:** 005272

Department: Corporate & Finance **Branch:** Human Resource Services

Location: City Hall

Posting Start Date: 2025/03/26 **Posting End Date:** 2025/04/08 by 4:30p.m.

Employment Group: Exempt **Salary Grade:** F-\$47,158 - \$55,480 per annum **Standard Weekly Hours of Work:** 36.25 **Shift Work Required:** No

Job Description

Reporting to the Director, Diversity, Equity and Reconciliation, or their designate as required (i.e. Indigenous Relations Advisor), the Indigenous Program Assistant is a temporary summer student position responsible for supporting projects in the Indigenous Relations Unit of the Diversity, Equity and Reconciliation division of the Human Resources Services branch. The position is to support the City's ongoing reconciliation efforts and Indigenous relationship building.

Projects include assisting and supporting the coordination and delivery of Indigenous awareness programs and events for the community, marketing and communications activities – both internal and external, and providing support to administrative, research and policy development projects.

Responsibilities:

- **Marketing:** Assist with writing content for City's social media platforms including Instagram, Facebook and Twitter, as well creating content on Indigenous topics for

the Culture Counts newsletter, the City website and other City publications as required

- **Events and Programs:** Assist with onsite and virtual program activities and special events delivery including event preparation, event research and planning, event set up and take down, assisting with activity stations, supporting attendees with navigation, conducting event evaluation and recordkeeping as needed. Programs and Events include, but are not limited to, National Day of Awareness for MMIWG2S+, Indigenous Cultural Celebration, Indigenous History Month, National Indigenous Peoples Day, National Day for Truth and Reconciliation, Treaties Week, and Indigenous Veterans Day.
- **Administrative Assistance and Policy Support:** Conduct research on topics assigned that support the development of Indigenous policies, practices and procedures as required; attend meetings and prepare notes

Requirements:

- The successful candidate will be First Nations, Inuit or Métis, with lived experience of Indigenous world views, cultures and values and strong ties to First Nations, Inuit, and/or Métis communities
- Education associated with the completion of a minimum of one (1) year post-secondary education in event management, marketing, Indigenous Relations/ Studies, sociology and/ or a suitable combination of education and experience and/or lived experience
- This position will be funded by the Canada Summer Jobs and as such, to be eligible for employment City of Oshawa, the individual must be between 15-30 years of age and currently enrolled in full-time studies at community college or university and participating in full-time studies in the fall
- Experience with the suite of Microsoft Office Software and online meeting platforms (e.g. Teams)
- Experience with social media tools and trends
- Experience with event planning, coordination, and delivery
- Significant knowledge and demonstrated experience with cultural protocols of First Nations, Inuit and/or Métis communities
- Experience with event coordination, delivery and evaluation

- Understanding of marketing approaches, tools and applications
- Possess excellent customer service and interpersonal skills – able to deal courteously with the general public, members of the community and colleagues and maintain positive relationships
- Experience in research, gathering and synthesizing information
- Be able to work evenings and weekends when necessary
- Strong written and oral skills, organization and time-management skills, and able to manage multiple tasks and competing priorities within short timelines
- Creativity, enthusiasm and a strong commitment to operating both independently and within a team environment

Apply online: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.