Native Child and Family Services of Toronto (NCFST) is the largest multi-service urban Aboriginal agency in Canada. NCFST strives to provide a life of quality, well-being, healing, and self-determination for children and families in the Toronto urban Aboriginal community. We do this by implementing a service model that is culture based and respects the values of Aboriginal people, the extended family and the right to self-determination. Please visit our website https://www.nativechild.org/ for more information.

Position Summary:

The Government Relations and Public Policy Intern will play an important role supporting NCFST’s work building relationships with government, the public sector, and other key stakeholders by engaging in research, relationship-building, and communications activities.

The internship will offer students with a meaningful way to learn about and contribute to the work of the organization while providing them with valuable research, public policy, and communications work experience in the non-profit sector.

Primary Duties:

Research (40%)
The Intern will create and update a database of municipal, provincial and federal politicians, public office holders, and other stakeholders. In the lead-up to, and aftermath of, the federal election in October 2019, they will also conduct research into politician and political party stances on issues of relevance to urban Aboriginal people, including housing, poverty, and issues impacting children and youth, especially child welfare.

Stakeholder relations (30%)
NCFST is hosting a National Forum on Urban Aboriginal Child and Family Services from September 16 and 17, 2019 in downtown Toronto. The forum will bring together urban Aboriginal agencies and service providers from across the country to develop a national strategy to advance the public policy conversation on issues impacting urban Aboriginal people. The Intern will provide support to the forum and NCFST staff in the form of research, stakeholder engagement, communications, and administrative support for the duration of the forum and in the months following.

Communications (15%)
Based on their research and stakeholder relations work, the Intern will provide written materials (e.g. reports, discussion papers, position papers, and briefing notes) that can be disseminated to staff in order to guide future Government Relations and Public Policy work. The Intern may also provide related content for social media posts or an article for NCFST’s website.

Participation (10%)
The intern is expected to regularly participate in the organizations activities by
demonstrating interest in its operation, cultural activities, and programming.

**Reflective Essay (5%)**
Write a short essay (500-100 words) in which you describe the internship experience and reflect on its applicability to the PCJ academic program (to be graded by the PCJ Program)

**Skills and Qualifications:**
- Knowledge of/interest in Aboriginal issues and the historical and current Aboriginal context in Canada;
- Knowledge of/interest in the Canadian political and public policy landscape;
- Ability to produce quality research and disseminate findings;
- Ability to build effective working relationships with internal and external stakeholders;
- Excellent verbal and written communication skills;
- Excellent organizational skills;
- Proficient in Microsoft Word, Excel, Outlook, and internet research
- Pass a police record check (Vulnerable Sector).

**Supervision:**
This position will be supervised by the Manager of Fund Development, Strategy, and Partnerships and will work in close collaboration other members of the NCFST team.

**Location:**
The position will be located at NCFST’s main office at 30 College St. in Toronto, Ontario.

**Duration:**
8-10 hours per week for 12 weeks. The internship will begin the week of September 9, 2019 and end no later than December 4, 2019.

**To Apply:**
Please email your resume, a brief cover letter, and short writing sample to Catherine Belshaw at cbelshaw@nativechild.org with the subject line Government Relations and Public Policy Intern.

Please submit your application on or before August 23, 2019. Applications submitted after the due date will not be accepted.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.