



Shoonyaa Wa-Biitong Summer Employment Opportunity

Summer Marketing Intern – Agency #1 Office

Full-time/Contract Position - 37.5 hours/week, Monday – Friday

Contract: 8-10 weeks – June - August 2026

Hourly Rate of Pay: \$20.16 – \$24.72/hour

Position Overview:

The **Marketing Intern** supports the development and delivery of marketing initiatives for Shoonyaa Wa-Biitong programs and services. This role includes assisting with public relations, events, advertising, assisting in website redevelopment, database assistance, and assisting Program staff with client follow-up.

The **Marketing Intern** will provide administrative support to Program Officers and contribute to the creation of promotional materials related to employment and training services. Responsibilities include researching employment opportunities, marketing services to employers and communities, and collaborating with team members under the guidance of the Program Officer Lead. Some local travel may be required.

Core Responsibilities:

- Team collaboration and communication
- Confidentiality and professionalism
- Program promotion and organizational assistance
- Strong work ethics, accountability, and time management

Qualifications:

- Treaty #3 area member and post-secondary student returning to school in the fall of 2026
- An interest and/or field of study in marketing, community development, communications or a related discipline
- Must have excellent interpersonal skills and communication skills
- Excellent organizational skills with the ability to multitask and meet deadlines
- Efficient computer skills (MS Office, Canva, website development platforms)
- Knowledge of Treaty #3 area, Anishinaabe culture and traditions
- Ability to speak Anishinaabemowin is an asset
- Previous experience working in an Indigenous organization is an asset
- Drivers Licence and access to a vehicle is an asset

Application Instructions: Please submit your cover letter, resume and three (3) references with permission to contact to:

Melanie McPherson, Administration Lead, Shoonyaa Wa-Biitong

email: melanie.mcpherson@shoonyaa.org

Subject Line: Summer Marketing Intern

Closing Date: Friday, May 22, 2026, at 4:00 p.m. We thank all applicants but only those selected for an interview will be contacted. Interviews are in person only.

“Trained Anishinaabeg Working Toward a Strong Treaty #3 Nation”