



TREATY ONE NATIONS INC.

JOB POSTING

Green Team Summer Student

ABOUT US

Formed in 2023, Treaty One Nations Inc. (T1N) represents the interests of the seven signatory First Nations of Treaty No. 1, originally signed on August 3, 1871, at Lower Fort Garry. T1N is committed to advancing areas of collective self-governance, cultural preservation, and community well-being for its Nations. T1N is Responsible for the governance and oversight of the development of Naawi-Oodena. The leadership of the seven First Nations of Treaty No. 1 forms the Governing Council of T1N.

POSITION SUMMARY

The Green Team Summer Student is a seasonal position responsible for providing administrative, operational, and event support to T1N while contributing to community initiatives, programs, and activities that promote engagement, collaboration, and positive community experiences.

This role provides meaningful summer employment and leadership development opportunities for youth ages 15 to 29 through hands-on experience in administration, event coordination, community outreach, and organizational support. The successful candidate will assist with community events, summer programming, office operations, special projects, and other initiatives that support organizational and community priorities while developing teamwork, communication, and professional skills in a collaborative work environment.

The position runs from May through September 30 and is intended to foster professional growth, workplace readiness, leadership development, and practical experience in a dynamic, community-focused organization. The position is based at T1N, located at 1075 Portage Avenue, Winnipeg, Manitoba.

KEY RESPONSIBILITIES

Provide general administrative and office support to ensure the efficient day-to-day operations of the organization. Responsibilities include filing, scanning, photocopying, data entry, document organization, maintaining electronic and physical filing systems, and assisting with records management. The role also supports reception and front desk functions by answering phones, greeting visitors, responding to inquiries, scheduling meetings, coordinating calendars and appointments, and assisting with the preparation and distribution of meeting materials, agendas, presentation packages, and organizational communications.

Assist with the planning, coordination, and execution of community events, meetings, workshops, and summer activities. Duties include preparing event materials, signage, registration packages, and supplies, as well as supporting event logistics such as venue setup and takedown, participant registration, catering coordination, and on-site event support. The position also assists with promoting events through social media, posters, outreach activities, and communication efforts while helping coordinate participant and volunteer information as required.

Provide operational and administrative support to various departments and staff across the organization.

Responsibilities include assisting with special projects, research activities, summer initiatives, inventory tracking, supply organization, office maintenance tasks, and maintaining project-related information and documentation. The role also participates in team meetings, staff training sessions, and organizational activities while carrying out additional duties as assigned to support organizational operations and community initiatives.

QUALIFICATIONS

- Must be between the ages of 15 and 29 years at the start of employment.
- Must be legally entitled to work in Canada.
- Must be available to work during the approved employment period between May and September 30.
- Preference will be given to students who are returning to school on a full-time basis in the Fall 2026 academic term.

Join our dynamic team and contribute to the growth and development of Naawi-Oodena.

CLOSING DATE FOR APPLICATION IS: Open until filled
Please submit a cover letter, resume, and three references to:
Blair Strong, Director of Operations
Treaty One Nations Inc.
103-1075 Portage Avenue
Winnipeg, Manitoba R3G 0R8
bstrong@treaty1.ca

Please self-identify as First Nations in your cover letter. Priority will be given to members of Treaty No. 1 Communities. We thank all who apply and advise that only those selected will be contacted for further consideration.