



JOB DESCRIPTION

Position Title: Intern (2 Positions)	Status: Full Time TEMPORARY (May to September 2024)
Reports To: Chief of Staff & Director of Administration	Team: Office Management

ABOUT AIOC

Alberta Indigenous Opportunities Corporation (AIOC) bridges the gap between Indigenous groups seeking commercial partnerships in major projects and their financial capacity. AIOC has been delegated the authority to provide up to \$3 billion in loan guarantees to reduce the cost of capital for Indigenous groups and to support their ability to raise capital to invest in natural resources, agriculture, telecommunications, and transportation projects and related infrastructure.

GUIDING STATEMENTS

Vision	Indigenous Peoples are important drivers of and key partners in Alberta's natural resources, agriculture, telecommunications, and transportation sectors.
Purpose	To drive Indigenous prosperity and independence through investment and active participation in Alberta's natural resources, agriculture, telecommunications, and transportation sectors.
Strategy	As an economic ecosystem catalyst, AIOC facilitates Indigenous investment and partnerships in development of Alberta's natural resources, agriculture, telecommunications, and transportation sectors.

THE ROLE

The Intern will be invited to learn and grow their project management support capabilities in meaningful ways through both ad-hoc and day-to-day responsibilities that involve the maintenance of the office environment, providing administrative support to all departments, and coordinating important projects that create efficiencies for the AIOC.

This is a front facing role where this person is the "go-to" person in the office, and is highly organized. Client facing experience and exhibiting a high-level of professionalism acting as the first point of contact for the AIOC is crucial to success in the role. The ideal candidate will have a desire to pursue a customer experience, project management, or social responsibility career pathway.

QUALIFICATIONS

Education and Experience	<ul style="list-style-type: none"> A high school diploma, plus one to two years of customer service or administrative experience is required. Equivalent experience will be considered in place of a diploma. Current enrollment in an accredited post-secondary diploma or degree program or recent graduation from a relevant diploma or degree in office administration or another relevant program is considered an asset. Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint and SharePoint) is required. Experience working with Indigenous Peoples is an asset.
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	<ul style="list-style-type: none">• Experience with a Crown corporation, public sector or professional association is considered an asset.• Superior time management skills, attention to detail and comfortable with managing multiple projects and multi-tasking.
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ACCOUNTABILITIES

Administrative Support:

Provide administrative support to the AIOC team at large and as required.

- Manage calendars and scheduling meetings including venue booking, AV rentals, catering, meeting invitations etc.
- Book and coordinate travel in collaboration with the Office Manager.
- Support the preparation of expense claims.
- Assist with conferences (registration, venue booking, AV rentals, catering, invitations etc.).
- Meeting support including compiling documents, reviewing agendas and minutes and compiling minutes books.
- Develop and coordinate the completion of various documents, both internal and external facing, as requested.

Office Management:

- Order and manage office supplies and inventory, source, oversee and work with vendors as needed.
- Maintain the office to a professional level and arrange necessary repairs, upkeep, safety, and office requirements as needed including coordination with building, parking, security, courier and mail.
- Maintains the video conference system in Boardroom, supports office phone system management, and supports photo copier and printer management in collaboration with Office Manager.

Project Management & CRM Support:

- Execute project plans specific to implementation of office efficiency tools such as CRM modules, etc under the guidance of the project leaders.
- Support the development of plans to coordinate complex office activities such as desk relocations, space arrangements, etc.
- Support and execute the coordination of digital file organization and make recommendations to reorganize to create efficiencies where possible.

Communications & Event Planning

- Coordinate and deliver internal communications and support the creation of external communications templates and tools.
- Support the coordination of internal and external events in collaboration with multiple teams and stakeholders.

AIOC strives to foster an inclusive and safe environment for all. We encourage and support qualified individuals from all communities and unique backgrounds to apply. The AIOC is committed to prioritizing the applications of Indigenous candidates.

Qualified applicants are encouraged to send a copy of their cover letter and resume by email to: careers@theaioc.com
Applications will be accepted until 5:00 P.M. MST on Thursday, February 29, 2024.