

Summer 2025 Student Opportunities

Are you a motivated student looking to gain meaningful hands-on corporate experience while making an impact? The Alberta Indigenous Opportunities Corporation (AIOOC) is excited to offer **three Summer Student Opportunities** in **Communications, Investment, and People & Culture (HR)**. These roles are perfect for ambitious students eager to learn, contribute, and grow within a dynamic organization that builds bridges between Indigenous communities and industry partners.

About AIOOC

Our mandate is to facilitate Indigenous investment in Alberta's natural resources, agriculture, telecommunications, transportation, and tourism sectors. We serve as a catalyst for project partnerships that generate sustainable, inter-generational revenues for Indigenous groups. By reducing the barriers to accessing capital, we support partnerships that bring Indigenous communities in as full participants in the economy.

We believe that by empowering Indigenous ingenuity and participation, we support the creation of sustainable revenue streams that Indigenous groups can then use as they see fit to support their priorities around education, housing, culture, and economic development initiatives.

Since 2019, we have directly impacted 43 First Nations, Metis Settlements, and Métis groups in Alberta across 8 projects with over \$725 million in loan guarantees. We have seen the rippling impacts of our program throughout these communities and for all Albertans, and our momentum is accelerating.

Summer Student Roles

As a Summer Student at AIOOC, you'll gain valuable experience while contributing to projects. These are **three distinct** full-time positions, running from May 5th to August 29th. Each role focuses on a specific area:

1. Communications

- Assist in creating engaging content for internal and external communications.
- Support social media management, including drafting posts and monitoring engagement.
- Help with event planning and coordination.
- Conduct research to support communication strategies.

2. Investment

- Assist the investment team with market research and financial analysis.
- Support the preparation of investment reports and presentations.
- Help track project progress and maintain accurate records.
- Participate in meetings and provide administrative support as needed.

3. People & Culture (HR)

- Create an employee handbook
- Support employee engagement initiatives and events.
- Help maintain HR records and support policy development.
- Assist in the development and documentation of HR business processes and procedures.

Who You Are

Our ideal candidates are enthusiastic, detail-oriented, and eager to learn. You bring a positive, team-player attitude and are ready to contribute to projects that align with AIOC's mandate. You have the confidence to function in the corporate environment and the humility to learn and be mentored.

Qualifications

- Currently enrolled in a post-secondary program related to Communications, Business, Finance, Human Resources, or a related field.
- Strong written and verbal communication skills.
- Ability to manage multiple tasks and meet deadlines.
- Reliable, in terms of punctuality, demonstrating consistent effort, and
- Proficiency in Microsoft Office and a willingness to learn new software.
- A desire to learn about and work with Indigenous communities or public sector organizations is an asset.

Why Join Our Team?

We offer a supportive environment where you can grow professionally and personally:

- **Professional Development** – Gain hands-on experience and build skills for your future career.
- **Mentorship Opportunities** – Learn from experienced professionals in your field.
- **Meaningful Work** – Contribute to projects that empower Indigenous communities and drive lasting prosperity.
- **Networking** – Connect with professionals and peers within AIOC and beyond.

Next Steps

AIOC welcomes applications from all qualified candidates, including Indigenous peoples. If you're ready to join our mission to foster Indigenous prosperity, **please submit your resume and cover letter by March 17, 2025 to recruitment@theaioc.com**. Interviews will be held for selected candidates on April 3 and 4 on the MRU Campus.

Final candidates will be required to provide proof of their qualifications. For candidates who self-identify as Indigenous, we also conduct a respectful identity verification process. Candidates with questions about this process are encouraged to reach out.

If you require an accommodation during any stage of your application, please contact us to discuss.

Please Note: We can only accept applications from those legally entitled to work in Canada. AIOC operates in Alberta, the traditional and ancestral territory of many Indigenous peoples, including those from Treaties 6, 7, and 8. We honour the First Nations, Métis, and Inuit who have cared for these lands for generations.

Thank you!