

Position Title:	Summer Student
Job Type/Location:	Temporary Full-Time/Work (May to August 2026) - Remote
Salary Range:	\$18 to \$20/hour
Regular Weekly Hours:	35 hours
Created/Revised By:	Created by Danielle Cognigni
Created/Revised On:	May 5, 2026
Approved By:	NICHI Chief Executive Officer

About NICHI:

The National Indigenous Collaborative Housing Inc. (NICHI) exists to uphold and advance housing as a human right for all Indigenous Peoples living in urban, rural and northern communities from coast-to-coast-to-coast. NICHI is built on a principle of cooperation and coordination of expertise amongst members, partners and stakeholders committed to ensuring that no Indigenous person gets left behind because of where they live. By establishing a national Urban, Rural, Northern (URN) Indigenous Housing Strategy, NICHI brings together Indigenous-led housing providers and fill a gap as a national coordinating mechanism. NICHI will harness the extensive Indigenous housing expertise that exists to co-design and co-deliver a national URN housing strategy, distribute resources to Indigenous housing projects and support wrap-around services. Its governance, management and operational structures will utilize the strengths exhibited by Indigenous service organizations.

Reporting to:

This position reports to the Director, Policy & Stakeholder Relations.

Position Summary:

The temporary Summer Student role provides service and support to the policy, stakeholder relations and communications department. This role will conduct research, perform data entry, provide communications support, conduct data tracking and analysis functions, and assist with other administrative tasks as assigned.

Responsibilities:

- Support all functions within Communications, Policy, and Stakeholder Relations by providing administrative support and services.
- Assist with performing required research; summarizes/reports findings.
- Maintain and update contact information of members.
- Update internal documentation and electronic files.
- Assist with communications related initiatives including researching and drafting communications content and materials.
- Perform data analysis, data entry, and related reporting.
- Provide a wide range of administrative and clerical services in support of the department and the organization.

- Assist with coordinating and making arrangements for meetings, events, and other organizational initiatives.
- Collaborate with team members and assists with all projects on behalf of NICHl.
- Participate in team meetings
- Perform other duties in support of NICHl's goals and objectives.

QUALIFICATIONS

Education and Experience:

- Completion of two years post-secondary university education in public policy, public/business administration, communications, or a related field of study
- Experience working in the Indigenous housing sector or Indigenous-led organizations is an asset
- Proficiency in both official languages is considered an asset
- A combination of education, training, and work experience, which NICHl deems to be equivalent, may be considered

Knowledge, Skills and Abilities:

- An understanding of urban, rural, and northern housing issues and challenges faced by Indigenous Peoples and communities
- Excellent research skills
- Communication skills (oral and written)
- Skilled in the use of a wide range of social media, and technology e.g. MS Office (Teams, Word, and Excel, PPT); is open to learn other internal systems as required
- Understands and ensures the appropriate privacy, confidentiality, copyright, and security of information practices are well understood, administered, and monitored
- Demonstrated ability to communicate effectively both in writing and orally, using print and digital communications methods

Attributes:

- Research and Analysis (has demonstrated ability to conduct detailed research)
- Initiative/Service and Outcome Focused (is self-motivated/has initiative and a sound work ethic; provides timely service, advice, and information to meet deadlines and the organization's objectives)
- Organization/Planning (keeps well organized; is efficient and works to achieve deadlines; plans workflow and responsibilities independently; can manage multiple / competing priorities simultaneously)
- Problem-solving/decision-making (puts forward recommendations for problems or issues using sound judgement)
- Detail oriented (analyzes detailed information to ensure significant details are identified and complete; ensures documents/reports and other deliverables are thorough, have data / information integrity, and are fully developed for approval purposes)
- Adaptable (is patient and flexible; can self-regulate and switch gears or be interrupted without becoming stressed or overwhelmed; can adapt quickly to urgent situations or shifting priorities; is flexible to work hybrid and at a distance as well as meet time zone challenges)
- Interpersonal Relationships – (is personable and approachable and can build relationships / network with ease; has empathy, humility, and demonstrates respect for diversity and inclusion; is non-judgmental of others background, education, language, culture, etc.; demonstrated Indigenous cultural awareness and sensitivity)

- Teamwork (is a contributing and collaborative team member; keeps others well informed; shares information to assist team members with learning new policies, procedures; participates in team-based opportunities/meetings)
- Professionalism and Values (consistently models and supports corporate values; is fair, objective and respectful of others; consistently demonstrates ethical behavior and a sound work ethic; maintains confidentiality; demonstrates integrity/honesty; is trustworthy)

Working Conditions:

- Flexible to work at a distance in a hybrid working environment that may involve travel within Canada as well as working non-routine hours (e.g., working on evenings or weekends) to meet business needs as necessary
- Extended periods of concentration
- Interaction with senior leadership and the Indigenous housing community
- Working with tight deadlines, specifically relating to producing briefings, reports, policies, and other materials
- Attend quarterly face-to-face meetings, management, Board, and stakeholder meetings, which may require travel to various locations across Canada.
- Valid Driver's License; successful CPIC/CRC results