

Administrative Assistant, Tinakiwin

This is an opportunity created through the Community-Based Internship Program at Concordia University.

Description of Organization

Tinakiwin is a new non-profit organisation (transitioning from the Anishnabe Moose Studies). The Anishnabe Moose Studies previously worked towards protecting the moose in La Verendrye Wildlife Park. The transition moves the project towards a continuous advocacy group that will focus on the 3 pillars on more Research, Education and Training to build jobs on the territory.

Responsibilities and deliverables

1. With guidance from the director, creating administrative structures for the organizational transition, such as setting up emails for the board of directors
2. Supporting the organization of a launch day event
3. Creating a list donors list, donation links to be shared virtually or on our website
4. Depending on the student's skillsets and interests, assist with communications or writing, such as :
 - i. Creation of a social media channels
 - ii. Designing a new website
 - iii. Supporting the director in writing proposals for 2026
 - iv. Supporting the writing of website copy

Assets and Requirements

- Enrolled Concordia students in an undergraduate or graduate degree program until the fall 2026 term.
- Students who are First Nation, Métis, and Inuit will be prioritized for this position.
- Excellent computer skills
- Organizational skills
- Strong communication skills

- Assets include experiences in:
 - Website building
 - Building new platforms for social media
 - Proposal writing
 - Building awareness campaigns

Duration: Monday, January 12 – Friday, April 17, 2026 (12 weeks)

**The internship has a possibility for renewal over 2 following terms, provided the intern remains eligible (i.e., still registered in a degree program) and the host is interested.*

Site of employment: Hybrid

Students could have a space to work at the Research for the Frontlines office space in Montreal.

**All interns are also welcome to come [co-work at the SHIFT Centre \(LB-145\)](#) throughout the work week.*

Hours: 180 hours (15 hours/week)

Remuneration: \$3,750

Please note that the awards are sent in 2 instalments at mid-semester and the end of the semester.

Deadline: December 14, 2025

To apply, please fill out our application form with a short introductory paragraph about yourself, and your resume. Please also attach a demo reel, writing sample, or portfolio if you would like to demonstrate your communications skills.



If you have any questions about the application process, please reach out to shinling.low@concordia.ca.