



Summer Student – Capacity Development Associate National Circle for Indigenous Agriculture and Food



Regina, SK



May 5 – August 29 (*Start date negotiable*)



40 hours per week, Monday – Friday, in office



\$22.50/hour

Position Summary:

The Capacity Development Team at NCI AF is seeking a **Summer Student – Capacity Development Associate** to support the National Indigenous Agriculture Programs, which fosters youth and adult education, training, and skills development in Indigenous agriculture and food systems. This position provides an opportunity to gain experience in curriculum development, event coordination, and community engagement.

Key Responsibilities:

- Assist in the development and delivery of curriculum, training materials, toolkits, and resources for Indigenous communities and entrepreneurs.
- Support the planning and coordination of educational events, including logistics and outreach.
- Assist in evaluating the effectiveness of programs through data collection and analysis.
- Contribute to creating promotional materials and social media content for capacity development initiatives.
- Provide administrative support and grant writing/research support.

Qualifications:

- Enrolled in a post-secondary education program in education, Indigenous studies, agriculture, or business administration.
- A strong self-starter passionate about supporting Indigenous communities, Peoples and rights holders to land journey to self-sufficiency.
- A team player, with a positive attitude and strong organizational skills, who can effectively work in a collaborative, agile work environment.
- Excellent verbal and written communication abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience or knowledge related to Indigenous communities is an asset.



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What We Offer:

- Experience working on impactful projects that promote education and capacity building.
- Mentorship, job shadowing, and exposure to programs that make a difference in Indigenous food systems.
- A collaborative and supportive team environment.
- Fast-paced, dynamic and agile work.
- Earned Days Off – one day leave for every 15 days worked.

About the NCI AF

The NCI AF is an Indigenous-led non-profit organization operating on core values of collaboration, communication, innovation, entrepreneurship, inclusivity, effective planning and execution, visionary thinking, and respect for Indigenous values, protocols, and ways of doing. Empathy is an important part of this, and the organization strives to be a leading voice in Indigenous agriculture while also expanding the conversation to a broader audience to ultimately advance Indigenous agriculture and create a sustainable future for Indigenous communities and the broader food system.

The purpose of the National Circle of Indigenous Agriculture and Food (NCIAF) is to activate a community of partners focused on reigniting the role of Indigenous Peoples in agriculture and food, through knowledge sharing and supporting business creation, while honoring First Peoples, their lands, and Mother Earth. This role will support the NCI AF's three strategic pillars:

- Advancing reconciliation and building bridges between Indigenous communities and other agriculture and food industry stakeholders and creating a national vision for Indigenous agriculture;
- Support the development of Indigenous agriculture and food businesses; and
- Build Indigenous capacity for agriculture through awareness of opportunities, knowledge exchange, and education and skills development.

Diversity Statement

The National Circle for Indigenous Agriculture and Food is committed to an inclusive workplace that reflects the rich and prosperous communities across Canada that we serve. The NCI AF welcomes applications from all qualified individuals, including those within the equity categories of women, persons with disabilities, members of visible minorities, Indigenous persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code.

Please submit your resume in confidence to kate@nciaf.ca or call (306) 559-6098.