



Capacity Development Associate (Summer Student) National Circle of Indigenous Agriculture and Food

The Capacity Development Team at the National Circle of Indigenous Agriculture and Food (NCIAF) is seeking a Capacity Development Associate (Summer Student) 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. This role will play an important role in supporting our three strategic pillars:

- Advancing reconciliation and building bridges between Indigenous communities, Peoples, 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.

The NCIAF 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. The NCIAF aims to create a safe and inclusive environment where everyone is heard and respected. 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. Ultimately, the goal is to get Indigenous agriculture on the agenda and create a sustainable future for Indigenous communities and the broader food system.

For more information on the NCIAF, please visit www.nciaf.ca

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.

Skills and 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.

Please submit your resume in confidence to kate@nciaf.ca.