

Job Posting

Junior Consultant - Summer Student

We're looking for a dynamic, engaging and community-engaged Northerner to join our team as Junior Consultant - Summer Student over the summer.

We're a consulting firm specifically for non-profit organizations. We help non-profits with governance and leadership, project coordination and management, fundraising and fund development, and so much more. We do all this while trying to challenge non-profits to bring equity, social justice and anti-oppression into their boardrooms and operations.

While our team is all over the place, our CEO tends to share their time between Yellowknife and Regina. We have tons of projects with clients in both the NWT and in Saskatchewan, and a few other projects across the country. We're looking for someone with personal lived experience about what it means to live and work in the NWT because we want someone who can meet our NWT-based clients where they're at. You'll be working from home or, if you'd rather, from our co-working space in Yellowknife (we're stoked to be members of Cloudworks).

You should send us your CV and cover letter if:

- You have experience working in non-profits in the NWT.
- You found yourself as the President of student clubs in school, or organizing student protests or rallies in your spare time.
- You're a self-starter, and can take a project and run with it.
- You love doing community outreach and talking to people in their communities about the work they're doing.
- You love problem-solving and tackling seemingly insurmountable problems.
- You know a lot about equity, anti-oppression, feminism, and queer communities.

(You should send us your CV and cover letter, even if these things don't sound like you, but you're still excited about this opportunity.)

About the Position

- **This is a summer student gig.** We got funding through Canada Summer Jobs for this role, so that means there are a few eligibility requirements. (Check them out below.) If you don't meet the eligibility requirements, but you still think we should hire you, you should still apply and we'll consider it if you're a strong candidate.
- **The position is remunerated at \$25 per hour.** This amount is based on comparable wages across the NWT.
- **The term is for 12 weeks, at 30 hours per week.** If you do really well, this might get extended, but at the bare minimum, we're talking about 12 weeks.

Regina Office
2138 McIntyre Street
Regina, SK
S4P 1K2

Yellowknife Office
200 - 5112 52nd Street
Yellowknife, NT
X1A 1T6

Eligibility Requirements

This is a role funded through Canada Summer Jobs, so we ask that you confirm on your cover letter that you meet these eligibility requirements. Please confirm with us that you:

- a) Are between 15 and 30 years of age (inclusive) at the start of employment;
- b) Are a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- c) Are legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Because this role is funded through Canada Summer Jobs, out of the Northwest Territories Constituency, we also require that you are living in the Northwest Territories (even though it can be done from home).

About i+d

- **We work mostly from home, all online.** All of our work is done online, mostly using Google Drive. This means that you'll get connected to all of our online tools.
- **Everyone on our team are night owls.** Not that we expect you to be a night owl, but most of our team works in the afternoons and evenings, so if that sounds like you, you'll fit right in.
- **We're really flexible.** We all have lives, and we get that. Some of us don't work on Fridays, some of us take a week off every couple months... whatever it is, we'll work with you as long as you're pulling your weight.

Responsibilities & Tasks

We anticipate that, depending on the successful candidate, these responsibilities may shift and evolve, however the successful candidate will:

1. Work on appropriate client projects, depending on the consultant's skills and expertise.
2. Support administrative needs of the company, including digital filing.
3. Coordinate and plan virtual events related to the company's mission and mandate.
4. Developing non-profit related resources and materials (e.g. Grant Writing Guide, Social Media Post Templates, etc.) for client use.
5. Sourcing and itemizing non-profit related resources and materials.
6. Supporting the company with social media and communications materials.

If you are a candidate who possesses the skills to develop materials or resources related to queer and trans equity, anti-racism, anti-ableism, or anti-colonialism or other EDI themes, we strongly encourage you to make mention of this in your cover letter or CV.

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Interested?

To apply to support for this role, please send the following to Jacq Brasseur, CEO, at jacq@ivydeanconsulting.ca by May 6th 2022 at 11:59pm MST:

- a written or video cover letter
- a full curriculum vitae
- a non-profit related meme you love

Please indicate in your application any languages you can understand, write or speak in.

We encourage you to include information in your cover letter outlining how your professional and lived experience could contribute to non-profit consulting work, and how your values align with the values at Ivy + Dean. We also highly encourage interested candidates to connect with Jacq to discuss the role before applying.

As a queer-owned consulting firm that values equity and challenging systemic oppression, we invite all applicants to self-disclose as a member of an equity group that faces barriers when gaining meaningful employment.

All candidates who are selected for an interview will receive an honorarium for their participation.

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