

## Indigenous Relations – Youth Administrative Support

Rouge National Urban Park is looking to fill a youth administrative support position on a casual basis within our Indigenous Relations (IR) Team. We are looking for candidates ages 18-30 who have some administrative experience and a passion for relationship-building!

**Salary: \$20.49 to \$24.62 per hour (Casual - 6 months with the possibility of extension)**

**Work Location: Canada Centre Floor 3, 200 Town Centre Court, Scarborough ON M1P 4X8**

### Required skill sets:

- Knowledge of the Indigenous cultures of the Southern Ontario Region.
- Strong communication skills both orally and in writing.
- Experience in record-keeping practices and administrative tasks.

### Ideally you are someone who:

- Is action-oriented.
- Builds connections.
- Exercises good judgement.
- Demonstrates integrity.

### Work environment and what you can expect from us?

Rouge National Urban Park (RNUP) is comprised of the lands and waters of many Indigenous peoples who share ancestral, traditional, and living connections to this protected greenspace. Together, over time, the Anishinaabe, the Haudenosaunee and the Wendat people continue to be stewards of these lands. Parks Canada is honored to join in this collaborative legacy of stewardship alongside the ten First Nations that make up the Park's First Nations Advisory Circle on its establishment, its planning, and its management. The Agency aims to have a culturally safe and welcoming workplace for Indigenous employees that supports collaboration and the integration of Indigenous knowledge and western science into the protection and conservation of the land, waters and ice. Your work and life experiences are valued and integral towards making an impact on how we deliver programs and services at Parks Canada. Through our shared work, we are committed to genuine relationship-building guided by values of reciprocity, self-determination, visual sovereignty, respect, equity and inclusivity.

### If you are interested:

- 1) Please send an updated resume and a short cover letter that explains how you meet the job description to [rouge-jobs-emplois@pc.gc.ca](mailto:rouge-jobs-emplois@pc.gc.ca). **Please apply by July 5, 2024 if you are interested!**
- 2) Please provide 2 or 3 references and their contact information (phone and email).
- 3) Please let us know your windows of availability for a short 15-20 minute phone call some time over the next few weeks.

**We are happy to take resumes at any time (even if you do not meet the 18-30 age requirement) to keep on file should other opportunities arise.**

If you have any questions, please contact:

Andrea Myers, A/Human Resources Advisor, Rouge National Urban Park

Parks Canada/ Government of Canada

[andrea.myers@pc.gc.ca](mailto:andrea.myers@pc.gc.ca) Tel: 647-537-9364

Thank you for your interest! We hope to hear from you!

**For more information on Parks Canada and the Rouge National Urban Park, please visit us at:**

**[Rouge National Urban Park](#) \* [Experience Canada by joining the Parks Canada Agency!](#)**