



Indigenous education,
Canada's future.

L'éducation des autochtones.
L'avenir du Canada.

Development Assistant – Partnerships

Summer Contract

Hourly Wage: \$22

Toronto, Ohsweken, Hybrid

Closing Date: March 13, 2026

Employment Opportunity

Indspire is an Indigenous led Charity that has grown and developed into one of the Top 10 Charities of Impact in *Canada* that invests in the education of First Nations, Inuit, and Métis people for the long-term benefit of these individuals, their families and communities, and Canada.

Indspire is seeking a motivated student or recent graduate to join our Partnerships team for the summer. This role offers hands-on experience in a professional, mission-driven organization and an opportunity to contribute to initiatives that support Indigenous learners across the country. We are excited to welcome a student who is curious, eager to learn, and motivated to contribute their skills and ideas as part of a collaborative team.

Key Responsibilities

The Development Assistant - Partnerships will support the Development team with a range of administrative, research, and coordination tasks, including:

- Assisting with the preparation of sponsor reports and maintaining up-to-date sponsor records
- Providing general administrative support for Indspire's fundraising programs
- Supporting sponsor relations activities, including correspondence
- Assisting with database maintenance and data accuracy
- Conducting online prospect research to help identify potential sponsors for Indspire's programs and events
- Performing other related duties as required

Qualifications

- Currently enrolled full-time in post-secondary education, or are a recent graduate
- Strong customer service skills and the ability to interact professionally with a wide range of people

- Effective written and verbal communication skills
- Excellent attention to detail and organizational skills
- Familiarity with Microsoft Office; basic database experience is an asset
- Knowledge of Indigenous communities is an asset
- Demonstrated openness to learning

How to Apply

To apply, please visit:

<https://indspire.applytojobs.ca/development/44656>

Indspire is committed to ensuring an equal opportunity recruitment process. Accommodation is available to all applicants upon request. We are committed to providing any accommodation required to ensure a barrier-free process. Please contact us via email at hr@indspire.ca, we will work with all applicants to accommodate any accessibility needs.

Please note that this employer uses artificial intelligence tools to assist in screening and assessing applicants for this publicly advertised position.

To learn more about Indspire, visit indspire.ca

Deadline for Applications: March 13, 2026, at 5:00 pm EST