



Gwin Communications

Administration & Logistics Intern

The Opportunity:

Gwin Communications is an Indigenous owned and operated company focused on elevating Indigenous voices and their stories. We are committed to meaningful, transparent engagement, ongoing dialogue and communication with our clients, communities and stakeholders. Gwin Communications believes in empowering Indigenous Peoples to share their projects, issues and initiatives with mainstream media and the general public. Gwin Communications has created an impactful team, 100% of our team identify as Black, Indigenous, or other people of colour (BIPOC), with the majority of our team being of Indigenous descent.

Reporting to the Managing Partners , the Administration & Logistics Intern will gain practical knowledge and experience with operational procedures and business planning. The intern will support the managing partners by researching and drafting policies and procedures, provide logistical planning and coordination, and work collaboratively with the various teams as a key team member in much of the work we do.

Responsibilities:

- Provide proactive, accurate, organized, efficient and timely administrative support including:
 - balancing and processing expense report
 - event coordination
 - invoicing and payment support
 - maintaining contact databases and digital filing/records
 - provide support for client work as needed
 - research and obtain quotes from suppliers
 - support and contribute to the social media accounts of the agency
 - travel logistics
- Other duties as required.

Qualifications:

- Excellent organizational skills with the ability to prioritize tasks and meet strict deadlines.
- Prior client service experience and good communication skills.



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- Working knowledge (Intermediate level) of Google Workspace (Docs, Sheets, Drive, etc).
- Strong ability to juggle multiple priorities, takes initiative, works well independently as well as part of a team.
- Experience with project management software (e.g. Asana, Monday, Trello, ClickUp).
- Able to work a flexible schedule including days, some evenings, and occasional weekends.
- Virtual work placement with potential for occasional travel requirements. Out of province applicants are invited to apply.

As this agency is focused on working with Indigenous communities, preference will be given to BIPOC applicants or people with extensive experience working with Indigenous communities.

This is a paid internship, successful candidates will earn \$18.00 per hour with a potential bonus based on very strong performance.

Send resume and cover letter to tansi@gwincommunications.com. Deadline for applications is Friday, April 2, 2021.