

Communications Intern, Montreal Indigenous Community NETWORK Summer 2025

This internship is sponsored by the Indigenous Internship Program at the [Office of Community Engagement](#). [Read more](#) about the program on our website!

Description of Organization

The Montreal Indigenous Community NETWORK envisions an urban setting where the well-being and growth of First Nations, Inuit and Métis communities throughout Tiohtià:ke/Montreal are led by Indigenous communities.

The NETWORK contributes to establishing and fostering an environment centered on relationship-building and community connections that ensure safe and abundant access to culturally relevant information, services, and resources. We are working towards an urban setting which honours, respects and celebrates the diversity of Indigenous knowledge, cultures and innovation.

Responsibilities and deliverables

The Communications intern is under the direct supervision of the Communications Coordinator, and collaborates closely with the Communications team.

The main objective of the Communications intern is to promote announcements made by [our partners](#). In this role, the intern will be brought to (10 hours a week) :

- Receive announcements from our partners.
- Write and translate partner's announcements on our website
- Promote the announcements weekly on social media (Facebook, Instagram, LinkedIn)
- Use Canva to create visuals to promote the announcements on social media
- Follow up with partners by email

The intern will also be participating in weekly meetings with the communications team and with the NETWORK team (2 hours a week).

Furthermore, the intern will be brought to create a social media campaign of their choice at the end of their internship. The subject of this campaign will depend on

the experience and interest of the intern, and can be related to the different NETWORK's activities (community announcements, research reports, annual report, mental health program, resources guide for community members, etc.) or to the NETWORK's awareness activities (Indigenous realities, prejudice, homelessness, allyship, safe access to services, etc.). After the campaign is disseminated online, the intern will be brought in to evaluate the performance of the campaign (3 hours a week).

Assets and Requirements

- Currently enrolled Concordia students in an undergraduate program.
- Priority is given to First Nation, Métis and Inuit students. Students not identifying as Indigenous in Canada should have a good understanding of Indigenous realities and allyship.
- Strong written communications skills
- Functional bilingualism (French / English) (other team members can provide some support with translation)
- General understanding of social networks for personal use (Facebook, Instagram, LinkedIn)
- Capacity to work with Google Suite
- An ability to learn new technologies (tech-savvy)
- Interest in graphic design an asset
- An interest for social justice and decolonization an asset

Duration: 12th May 2025 – 1st August 2025 (12 weeks)

Site of employment: Hybrid (once a week in-person)

Address: Spacial Coworking, 4012A Rue Wellington #2nd Floor, 4012 Wellington St, Verdun, Quebec H4G 1V3

**All OCE interns are also welcome to come [co-work at the SHIFT Centre](#) (LB-145) throughout the work week.*

Hours: 180 hours total (15 hours a week)

Remuneration: \$3,600

Please note that the OCE internship payments are made as honorariums, sent in 2 instalments at mid-semester and the end of the semester.

Deadline: 9 AM, April 4, 2025

Apply now through our application form with:

- Cover letter stating why you are interested in the position, what skills you possess that make you a good candidate for this position, and how this position will help you attain your professional or personal goals.