



Crown-Indigenous Relations
and Northern Affairs Canada

Relations Couronne-Autochtones
et Affaires du Nord Canada

Term: Winter 2024

Crown-Indigenous Relations & Northern Affairs Canada

Co-op Position title: Negotiations Intern

Length: 4 or 8 months

Location: Gatineau (Quebec) / Various Locations (Canada) / Hybrid Work Model / Virtual

Discipline(s): History, Sociology, Political Science, Indigenous Studies, Economics, Geography and any other relevant discipline

Language: English / Bilingual

Security: Reliability Status

Other: Possible Travel

Number of positions: to be determined

Salary: determined by Treasury Board policy (<https://www.tbs-sct.gc.ca/psm-fpfm/pay-remuneration/rates-taux/student-etudiants-eng.asp>)

Specific Claim Branch - Negotiations Intern Job Description for Coop/FSWEP Student

Would you like to contribute to reconciliation? Participate in negotiation meetings with First Nations? Potentially travel to other parts of the country? This is the position for you!

Negotiation Interns within the Specific Claims Branch assist in negotiation activities and research projects in a collaborative, fast-paced, teamwork-oriented environment. Interns will be exposed to a variety of tasks and will be required to balance competing priorities given the fluid and dynamic nature of the claim negotiations environment. This includes providing research support, collecting and analysing historical and government records as well as interpreting Excel data. Additional responsibilities may include, but are not limited to:

- participating in negotiation meetings across Canada and helping to prepare federal negotiation positions for those meetings;
- compiling research materials using various repositories such as the National Archives of Canada, departmental archives, the AANDC Library and other non-departmental repositories;
- briefing Assistant Negotiators and Negotiators on research and analysis findings;
- locating and interpreting maps and other geographical sources;



Canada

- writing reports, briefs, and presentations based on Departmental policies/best practices, research and analysis;
- assisting in the development of charts, spreadsheets and other electronic documents using MS Words and presentations using MS PowerPoint.

Skills Required

The position requires that the candidate have excellent analytical, writing, communication, and organizational skills. Successful candidates will clearly demonstrate their ability and desire to work in a fast-paced environment, as well as their ability to work under the pressure of multiple deadlines. Applicants should display a high level of enthusiasm and flexibility. Strong interpersonal skills, computer skills and a commitment to teamwork are definite assets.

Further Information

For further information regarding the Department of Crown-Indigenous Relations and Northern Affairs Canada/or the Specific Claims Branch, please visit the Department's website at [Crown-Indigenous Relations and Northern Affairs Canada - Canada.ca](https://www.cirna.gc.ca)

Note: Preference may be given to Indigenous applicants.