



CIRCLE OF ABUNDANCE

COADY INSTITUTE

Circle of Abundance Intern

Summer 2024

2024 Circle of Abundance Intern, Coady Institute

The Circle of Abundance Indigenous Program at Coady Institute is looking for a post-secondary student (enrolled in post-secondary in the fall of 2024) or recent graduates (will graduate or have graduated in 2024) interested in joining a dynamic and supportive team. This position is designated for a student who identifies as Indigenous.

The Circle of Abundance provides educational opportunities, learning events, and nurtures partnerships across the country. Our approach is informed by more than a decade of working with Indigenous graduates, mentors, and Elders and emphasizes the abundance of gifts, talents, and contributions that are alive in all Indigenous communities. We use a Two-Eyed Seeing (or Walking in Two Worlds) approach, meaning that teaching and learning practices are grounded in Indigenous worldviews, values, and teachings while sometimes using western tools and methods that align with those practices. Working alongside a Circle of Abundance Advisory Group, our team continues to look at ways to decolonize our programming both within the Circle of Abundance and across Coady while supporting Kiknu, StFX Indigenous Student Affairs.

This position falls under the supervision of **the Program Teaching Staff within the Circle of Abundance** and will contribute to the successful development and delivery of the Indigenous Women in Community Leadership program (IWCL), as well as other CoA initiatives. The IWCL program begins with online sessions in May followed by an on-campus Residency at St. Francis Xavier University, Antigonish, NS, June 5-19. Participants will return to their home communities to develop and complete a leadership initiative. The program graduation Celebration of Learning will take place in Alberta in October. Participatory and experiential methods guide participants to reflect upon and share their experiences to deepen learning while building a circle of connection and support with one another. Culturally relevant learning includes land-based activities, sharing circles, Elder/Knowledge Keeper teachings, storytelling, skill-building, self-reflection exercises, and visits to local Indigenous communities are some ways participants engage in meaningful and reflective learning. Key pieces of the program include the development of a community project and a mentorship opportunity with an experienced Indigenous women leader.

What Can I Expect in this Role? The 2024 Circle of Abundance Intern will contribute to the successful development and delivery of the Indigenous Women in Community Leadership Program. This will include:

- Assisting with the writing, editing, and production of program and curriculum manuals.
- Working with classroom facilitators and the CoA team to provide an interactive, participatory, and well-run learning environment throughout the program. This will include interacting directly with program participants and facilitators in and outside of the classroom on a regular basis.

- Assisting with, and conducting, research aligned with programmatic priorities for CoA's Programs. This includes but is not limited to data collection to inform program improvements, environmental scans, and assisting with curriculum reviews.
- Other duties as assigned.

In this role, the intern will also be expected to:

- Attend a series of onboarding training sessions taking place in the first two weeks of May
- Attend seminars and participate in department-specific and Coady-wide team meetings and other activities occurring during the internship period.
- Meet weekly with their direct supervisor(s).
- Write or record monthly reflections on the internship experience (outlining learning accomplishments, overall achievements) and submit a copy to their supervisor.

How Will This Internship Benefit Me? As an important member of the team, you will:

- Have the opportunity to participate in co-learning with a cohort of Indigenous women leaders.
- Become part of a network of social change agents, community leaders and facilitators, and applied researchers.
- Join a core team that values the experience, perspective and voices of all team members.
- Be encouraged to pursue your own area of interest, within the scope of work at the Coady Institute and the supervising department, and be mentored by various staff and faculty.
- Gain hands-on, practical experience working with community-based, community-led initiatives, communications (sharing stories of impact, facilitating workshops, tailoring communication approach for diverse stakeholders, etc.), and research (interviews, literature searches, data analysis, etc.).
- Deepen your ability to translate complex information for widespread usage.
- Gain a deeper understanding of adult education approaches to curriculum development, facilitation, and instructional design.

This position is designated for students or recent graduates who identify as Indigenous.

How Do I Qualify?

Applicants for this position must be attending post-secondary in the fall of 2024 or be a recent graduate. We are looking for team players who...

- Are passionate about community driven development.
- Are interested in adult education and participatory approaches to facilitation and co-learning
- Understand basic qualitative and/or quantitative research, community development, and/or community engagement.
- Collect information with precision, accuracy and attention to detail.
- Can work well both independently and to support team goals.
- Are open-minded and have the ability to think outside the box.
- Are effective listeners and written/oral communicators with the ability to adapt to a broad range of stakeholders.
- Hold a desire and willingness to learn, adapt, and improve.
- Demonstrate commitment to valuing diversity and contributing to an inclusive workplace.
- Are motivated by a care and compassion for others.
- Are flexible and able to balance and shift multiple priorities in a dynamic and fast-paced environment.

- Act in a professional, ethical and confidential manner.

Hours / Term / Location of Work:

- The position requires a 37.5 hour per week commitment, Monday to Friday (schedule to be determined with your supervisor). During the IWCL program residency on campus in June some flex may be required to work evenings and weekends, however, weekly hours will not exceed 37.5.
- With a start date of **May 6, 2024**, the position is listed for a 16-week term, at a rate of \$18.00 per hour.
- This position is an on-campus position and requires daily attendance at the Coady Institute while programing is running.

How Do I Apply? Please compile the below documents:

1. A completed version of the cover page below (we suggest saving a copy as a PDF and filling it out that way)
2. Your resume (maximum 2 pages)
3. A personal reflection (maximum 2 pages double-spaced) in response to the following question:

Reflecting on the CoA and IWCL descriptions at the start of this job posting, what gifts do you think you would bring to this position? What is it about this position that interests you?

Submit your application package in confidence to Nikita Patel at npatel@stfx.ca using the Subject Line: **Circle of Abundance Summer Intern Application – Your Name.**

Deadline for Submissions: Friday, March 1, 2024 (12 NOON ADT)