



Aawan Maskwa Ltd.
553 Queen Street East
Sault Ste. Marie, Ontario
P6A 2A9
(705) 575-2188

COMPANY NAME: Aawan Maskwa Ltd.
START DATE: March 27th, 2026
JOB TYPE: Full Time 1 year contract
JOB TITLE: Development Assistant (Intern)
Location: Sault Ste. Marie, Ontario
Salary: \$36,400/Annually

POSITION SUMMARY:

Aawan Maskwa Ltd. is seeking a motivated and detailoriented **Development Assistant (Intern)** to support a wide range of business, economic development, and community-focused initiatives. Working closely with leadership, the Development Assistant will contribute to research, project coordination, stakeholder engagement, and the advancement of Indigenous development projects across Ontario.

This position is ideal for someone who is new to the field—whether a recent graduate or an emerging professional—who is passionate about economic development. You will gain practical, hands-on experience by supporting real projects that deliver measurable benefits in housing, infrastructure, business development, and community partnerships.

ABOUT AAWAN MASKWA LTD.

Aawan Maskwa Ltd. is the in-house development services group for Missanabie Cree First Nation, created to build capacity, retain value within the Nation, and lead major development initiatives across multiple sectors. Our work spans real estate, economic development, strategic partnerships, and the creation of long-term, generational assets that strengthen prosperity and support the sovereignty and self-determination of the communities we serve.

Aawan Maskwa Ltd. operates with a central administrative presence, including an office position based at the Queen Street location in Sault Ste. Marie, Ontario. This office supports coordination of development initiatives, stakeholder engagement, project administration, and collaboration with Missanabie Cree Business Corporation, subsidiary entities, and external partners.

We are driven by Indigenous values, economic reconciliation, and a commitment to building projects that serve communities today and for future generations.

KEY RESPONSIBILITIES:

- Conduct research on economic trends, funding programs, industry sectors, and community development opportunities.
- Assist in preparing briefing notes, reports, presentations, and communication materials for internal and external audiences.



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- Support project coordination, including scheduling, tracking deliverables, and maintaining organized project documentation.
- Help analyze data related to business development, workforce needs, and community priorities.
- Contribute to proposal development, grant applications, and funding research.
- Assist with stakeholder engagement, including preparing meeting materials, drafting correspondence, and summarizing discussions.
- Provide administrative and organizational support, including file management, notetaking, and updating internal systems.

QUALIFICATIONS:

- A recent graduate from a postsecondary program in Business, Economics, Indigenous Studies, Community Development, or a related field.
- Strong research and analytical skills, with the ability to synthesize information clearly.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) and comfort learning new digital tools.
- Strong organizational skills and attention to detail.
- Ability to work independently and manage multiple tasks in a fastpaced environment.
- Interest in economic development, business strategy, Indigenous partnerships, or communityfocused work

ASSESTS:

- Familiarity with Indigenous governance, community development, or reconciliationfocused initiatives.
- Experience writing reports, proposals, or research summaries.
- Knowledge of federal, provincial, or regional funding programs.

ELIGIBILITY

We welcome applications from Indigenous individuals who meet the eligibility requirements for this NOHFCfunded internship. As part of our commitment to Indigenous leadership and employment, we strongly encourage applications from Missanabie Cree First Nation members, as well as other First Nation, Métis, and Inuit applicants.

To be considered for this position, applicants must:

- Be legally entitled to work in Canada
- Be at least 18 years of age
- Not have previously participated in an NOHFC internship
- Identify as Indigenous (as required by NOHFC program eligibility)
- Successful candidates must provide a satisfactory Criminal Record Check as a condition of employment

Posting closes March 13, 2026

To apply for this role, email your resume to the Chris Rancourt – chris@possibilitiesgroup.org