



FULL TIME OPPORTUNITY

Job Title: Indigenous Internship – Analyst I (set-aside for First Nations, Métis, or Inuit candidates)	Type: Full Time, Temporary
Location: Victoria, BC	Start Date: May 1, 2026
Wage: \$25.00 – \$28.00/hour	

Position Description

As an Analyst, the Intern supports projects within TWC’s Human Environment and Biophysical Service Areas. This role involves contributing to impact assessments, assisting projects through regulatory processes, and supporting Indigenous engagement initiatives. Work is primarily project-based and includes conducting analysis, research, and preparing written deliverables for industry proponents, government agencies, and Indigenous nation clients. The position requires collaboration within a multidisciplinary team to deliver high-quality, client-focused outcomes.

Duties and Responsibilities

- Support the preparation of technical deliverables, including but not limited to:
 - Background research and analysis
 - Technical studies and reports
 - Impact assessments, including socio-economic and Indigenous Interests
- Support community engagement and consultation, including but not limited to:
 - Preparation of engagement plans
 - Preparation of materials for community engagement activities and events
 - Maintain detailed and accurate records of communication and engagement
 - Develop succinct meeting notes that identify actions and key issues
- Research and coordinate culturally safe engagement logistics
- Other duties as needed.

Qualifications

You are a First Nations, Métis, or Inuit person with:

- An undergraduate or graduate degree in a relevant science or social science field.
- Excellent oral and written communication skills.
- Strong research and analysis skills.
- Familiar with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and BC DRIPA.
- Demonstrated experience working with Microsoft Office, especially Word and Excel.
- Guided by principles of reconciliation.
- Knowledge of BC provincial and/or federal impact assessment legislation and processes is an asset.
- Experience with ARCGIS, QGIS or MapInfo is an asset.