

Open to the Public

(8) Policy Officer Intern Internship Program

Various Departments
Location: Various Locations

(8) Full-time Temporary Positions (One Year - September 2023 to September 2024)

The PEI Public Service Commission is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Diversity & Inclusion Policy](#). The main purpose of the Policy Officer Intern positions is to provide key support to Departmental policy divisions on strategic initiatives and corporate projects. The incumbents will provide support in a wide range of duties including project development, timeline monitoring, and execution. Entities with available positions include the Department of Justice and Public Safety, Department of Housing, Land, and Communities, Department of Education, Department of Social Development and Seniors, and Public Service Commission. **Your job application will be considered for all internship opportunities that fall under this Internship program, however, should you have preferred departments please clearly indicate these in your cover letter or resume.**

Primary duties will include:

- Assist with collection and analysis of qualitative and quantitative information assigned through collaboration with managers and policy and program leads;
- Assist with collection of data internally and externally;
- Perform basic research;
- Engage with internal and external stakeholders to collect information;
- Engage with relevant cross-government and Federal/Provincial/Territorial working groups as required;
- Analyze research and information gathered to develop options and recommendations;
- Write draft research reports based on well-defined and credible evidence; and
- Prepare Treasury Board and/or Executive Council memos as required.

Minimum Qualifications:

- Successful completion of a post-secondary program within 36 months prior to program start date.
- Experience in Microsoft Office (Word, Excel and PowerPoint);
- Some experience in meeting tight timelines;
- Some experience in identifying, retrieving, evaluating and synthesizing evidence from peer-reviewed documents on a broad range of topics;
- Some experience in working with, or engagement in community organizations or groups;
- Some experience with facilitating and presenting information in a clear, concise and accurate manner through effective written, oral and visual communication;
- Strong interpersonal and intercultural communication skills with the ability to foster collaboration and partnerships;
- Must be seeking a focused work term for 12 months; and
- A valid status to work full-time during the term of the Internship Program.

Other Qualifications:

- Project coordination experience considered an asset;
- Active engagement with diverse community organizations or ethnic/underrepresented groups is an asset;
- Bilingualism or multilingualism is an asset;
- Additional relevant education and experience will be considered an asset

Please Note: Preference will be given to employees as per the UPSE Civil Collective Agreement.

Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Salary Range: \$27.44 - \$32.70 per hour and \$53,508 - \$63,765 annually (Level 13 UPSE)
Bi-weekly Hours: 75.0 hours bi-weekly
Posting ID#: 158368-0723PSTO
Closing Date: Tuesday, August 1, 2023 at 4pm

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.