

Open to the Public
(3) Program Officer Intern

Various Departments
Location: Various Locations

(3) Full-time Temporary Position
(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 Program Officer Intern is to meet with clients (individuals, employers, and industry and non-government organizations) to identify and support workforce needs and requirements. The Program Officer Intern is instrumental in promoting the programs available, the processes involved and criteria of eligibility to stakeholders, community organizations, individuals and local businesses. The Program Officer Intern is responsible to administer agreements through the various stages of the program life cycle, from development and assessment of applications through to recommendation and agreement signing. Once the agreement is in place, the Intern is the liaison with the applicant and the sponsor organization or training provider, monitoring agreement process and supporting parties through any area of concern, processing payments and closing the file. Entities with available positions include the Department of Workforce, Advanced Learning, and Population, the Department of Agriculture, and the Department of Transportation and Infrastructure. **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:

- Providing information, advice and guidance as the initial point of contact for program delivery;
- Assessing applications, business plans, proposals and action plans based on current policy;
- Analyzing information gathered to develop options and recommendations on program deliverables for review and approval by program leads;
- Supporting execution of the program through monitoring and controlling timelines;
- Working with Program Officers to address, develop and deliver resources;
- Assisting with program budget, projections and tracking;
- Preparing reports, closing files, and outlining outcomes and recommendations for future contracts;
- Coordinating information and preparing program evaluation;
- Assisting Program Officers in program presentations;
- Organizing program files and other records as per RIM policy and program management best practices;
- Organizing, attending and preparing minutes as needed for meetings with program participants and stakeholders; and
- Other duties as required

Minimum Qualifications:

- Successful completion of a post-secondary program within 36 months prior to internship 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 and information from reports and documents;
- 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;
- Some experience in assessing applications or an adjudication process;
- Strong interpersonal and intercultural communication skills with the ability to foster collaboration and partnerships;
- Must be seeking a focused work term for 12 months.

Other Qualifications:

- Experience in programming or providing employment assistance services to individuals and/or employers is an asset;
- Program coordination experience is an asset;
- Bilingualism or multilingualism is an asset;
- Additional relevant education and experience will be considered an asset

Preference will be given to UPSE Civil Employees as per the UPSE Civil Collective Agreement.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

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#: 158370-0723PSTO
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.