

Open to the Public
Intern Officers
Internship Program
Various Departments
Location: Various Locations
Full-time Temporary Positions
(One Year – May 2024 to May 2025)

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 work places that are accessible to all. We welcome all interested individuals including Indigenous Peoples, persons living with a disability, neurodivergent, 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 [Equity, Diversity, and Inclusion Policy](#)

The main purpose of the Intern Officer positions is to provide key support to Department initiatives. The incumbents may provide support in a wide range of duties such as conducting research, engaging with internal and external groups, analyzing data, and administering programs. **Your job application will be considered for all Department 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 of data internally and externally through various methods including surveys, as required;
- Work with members of the public to gather and share information as it relates to program and service delivery, as required;
- Conduct and analyze research and information gathered to develop options and recommendations on project content and deliverables, as required;
- Work with the team to address, develop, and deliver resources;
- Track and monitor milestones to ensure projects and programs are staying on target;
- Write draft reports or briefings based on well-defined and credible evidence;
- Provide an up-to-date analysis of ongoing initiatives;
- Apply policy lenses such as Indigenous concepts, anti-racism, gender and diversity analysis, and climate change to the work;
- Evaluate documents such as program applications, as required;
- Coordinate information and draft project or program evaluations; and
- Assist team in presentations;
- Foster effective working relationships with various internal and external stakeholders including those from different backgrounds, abilities, opinions, cultures and perceptions.

Minimum Qualifications:

- Successful completion of a post-secondary program within 36 months of the position 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;
- Some experience in working with, or engagement in community organizations or groups;
- Must be seeking a focused work term for 12 months;
- Have not previously completed a Government of PEI Internship Program assignment;
- Demonstrates a willingness to examine one's own biases, assumptions, and attitudes;
- A valid status to work full-time during the term of the Intern Program;
- Promotes a respectful, diverse, equitable and inclusive work environment in which concerns are addressed effectively;
- Strong facilitation skills to present information using traditional and/or digital media in a clear, concise and accurate manner through effective written, oral and visual communication; and
- Strong interpersonal and intercultural communication skills with the ability to foster collaboration and partnerships; and
- Ability to maintain productive working relationships while considering multiple perspectives.

Other Qualifications:

- Project coordination experience is considered an asset.
- Experience in applying equity, diversity and inclusion principles to their work is considered an asset.

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

This competition may be used to fill future internship opportunities.

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: \$28.06 - \$33.44 per hour \$54,717 - \$65,208 annually (Level 13 UPSE)
Bi-weekly Hours: 75.0 hours bi-weekly
Posting ID#: 161207-0224PSTO
Closing Date: Thursday, February 22, 2024 5:00 p.m.

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.