



170527 - Rural Policy Specialist - Department of Fisheries, Tourism, Sport and Culture - Temporary

Government of PEI

📍 548 Main Street, Montague, Prince Edward Island C0A 1R0

👤 1 Position available

📅 Published on: October 20, 2025

📅 Expires on: November 4, 2025

JOB DESCRIPTION

The Department of [Fisheries, Tourism, Sport and Culture](#) 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 [Equity, Diversity, and Inclusion Policy](#).

The purpose of this position is to provide high quality advice and assistance regarding regional and provincial rural development policy matters. This position will provide leadership in measurement, reporting, analysis, planning and research on issues and trends pertinent to rural development and apply project management skills to special projects in both the development and implementation phases.

Duties will include but are not limited to:

- Facilitating the development of specific community development initiatives which respond to local needs;
- Developing practical and responsive initiatives and recommendations to support the community development of rural PEI;
- Applying qualitative and quantitative research skills to collect evidence for policy making;
- Collecting and analyzing key data from sectors that effect rural quality of life;
- Developing and implementing effective consultation mechanisms to gather information and ascertain the views of stakeholder groups to ensure the practicality of program design and delivery practices;
- Contributing to meeting departmental performance measures by proactively linking activities to community development outcomes;
- Establishing and maintaining strong working relationships with rural development clients, such as rural communities, rural leaders, and other agencies in government;
- Providing strategic advice and recommendations to the Director and the Deputy Minister;
- Providing high quality support to the Minister, Deputy Minister and Director by assisting in the preparation of Treasury Board and Executive Council Memorandum, correspondence, briefing notes, speaking notes, communiques, presentations, policy reports and other materials as requested;
- Developing and delivering department programs and services that respond to rural priorities;
- Identifying emerging issues and areas of concern/potential problems noted in on-going program delivery;

Job type	1 year Temporary / Full-time
Work shifts:	Day
Work schedule:	37.5 hrs/week
Work location	On site
Salary:	\$70,805.00 - \$88,491.00 CAD Yearly
Unionized:	Yes

Additional information

Job Opening ID:	170527
Department:	Fisheries , Tourism , Sport and Culture
Division:	Rural and Regional Development
Location:	Montague
Pay Level:	18
Hourly Salary Range:	\$36.31 - \$45.38
Employment Type:	Temporary

- Communicating to policy and program staff of other agencies regarding the issues facing the needs of the client group in the area/region;
- Performing a leadership role in visioning, planning, and advising the structure of the Rural Community Council. This involves networking, dialogue, and communication with stakeholder's organizations, provincial/federal government departments, and non-governmental organizations; and
- Other duties as required.

Minimum Qualifications:

- Master's degree in a related field (ie. public policy, public administration, business, economics, etc.) and experience in program development or program evaluation **OR** Bachelor's degree in a related field with extensive experience in program development or program evaluation;
- Considerable experience in policy research, communications or project management and be team project oriented;
- Experience in leading teams;
- **Demonstrated equivalencies will be considered.**
- Excellent interpersonal, and written and oral communication skills;
- Valid driver's license;
- Individuals should be able to :
 - Undertake research and analysis using a variety of resources and tools
 - Work comfortably in a complex and changing environment
 - Undertake high quality research on complex issues using a variety of resources and tools
 - Organize, plan and think strategically
 - Demonstrate ability to write official documents such as Treasury Board and Executive Council memoranda
 - Work as an integral and contributing member of a professional team
 - Understand and value diverse workplaces

Other Qualifications:

- Experience in rural community development is considered an asset;
- Project management designation is considered an asset;
- Program evaluation designation is considered an asset;
- Change management designation is considered an asset;
- University coursework completed in public policy and/or public administration considered an asset

Please Note: 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.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, 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.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

Voted as one of Forbes' top 30 Best Employers in Canada for 2025

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

BENEFITS



Employment Percentage:

- 100%

Closing Date:

- Tuesday , November 4, 2025 5:00 p.m.

Open To:

- Public

Union:

- UPSE Civil

Required documents

- ☒ Resume

Optional documents

- ☒ Cover Letter

Work Permit - If you are not a Canadian citizen or permanent resident , please upload a copy of your valid work permit confirming your authorization to work in Canada .

- ☒ Certifications - If you hold any of the required or preferred certifications mentioned in the job posting , please upload them here .

- ☒ International Education - If you earned your credentials outside of Canada, please upload any International Education Credential Recognition documents you have .

- ☒ Other

3 weeks paid vacation
annually

Health and dental benefits
after 6 months

Hybrid options within PEI