Job Description	
Job Title	Junior Policy Analyst
Positions	1
Term	Four (4) month co-op work term, from May 2026 to the end of August 2026, with possibility to extend depending on candidate performance and availability of resources.
Organization	[Innovation, Science and Economic Development Canada](#)
Summary	The Artificial Intelligence (AIX) Accelerator at Innovation, Science and Economic Development Canada (ISED) is looking for a motivated and independent student to join our Strategy & Policy Team. The successful candidate will support strategy and business development, investment and performance analysis, policy and governance operations, and communications. This role is integral to the Accelerator's objective of implementing artificial intelligence (AI) enabled technologies in the department's programs and internal services, and enhancing the efficiency and effectiveness of the department's work in service of Canadians.
Responsibilities	• **Conduct research and analysis**: maintaining awareness and building knowledge on trends in artificial intelligence and related technologies, and their impact on Canadian public sector operations. • **Prepare written and visual materials**: drafting news updates, briefing notes, presentations, and speaking notes. • **Participate in engagements**: meeting with internal clients and external partners, including other government departments and private sector vendors. • **Support the team**: Take on additional tasks as they arise in a dynamic and collaborative environment.
Qualifications	• Strong analytical and critical thinking skills. • Excellent written and verbal communication abilities. • Ability to work independently (e.g., self-directed and self-motivated) and as part of a team (e.g., gives and takes feedback). • Interest in artificial intelligence and its applications in government. • Work experience in non-government sector (private or community sector) (asset). • Knowledge of artificial intelligence policy or governance (asset). • Knowledge of artificial intelligence technologies (e.g., machine learning) and related methods (asset).

	• Knowledge of data science and related techniques (asset).
Mandatory Requirements	• Currently enrolled in a post-secondary program. • Obtain valid security clearance (Reliability or Secret) • Canadian citizenship
Language Profile	• English essential; French an asset

How to Apply	
Submit an Application	To apply, submit, to the email address contact listed below: 1. a resume of maximum two (2) pages in A4 or letter-sized format, as a .pdf file, and 2. a cover letter of a maximum of 400 words, total, including greetings and signatures, demonstrating how you meet the qualifications and mandatory requirements, highlights your personal and professional experience, and expresses your reason for interest in the position. Note: The use of generative artificial intelligence to create your application is strongly encouraged.
Deadline to Apply	February 27, 2026
Contact	Send your application to ai-ia@ised-isde.gc.ca, with the subject line, "Summer 2026 – L'été 2026".
Interview Requirements	1. Select candidates will be invited for an interview (virtual). 2. Following an interview, candidates will be required to provide a writing sample. Instructions will be provided during the interview. 3. Successful candidates will be required to provide a minimum of two (2) professional, community, or academic references.
Employment Equity	Innovation, Science and Economic Development Canada is committed to employment equity and building a skilled, diverse workforce that reflects the Canadians we serve. We encourage applications from candidates who identify as women, Indigenous Peoples, persons with disabilities, members of visible minority groups, and members of equity-deserving communities.

Additional Details	
Location of Work	C.D. Howe Building
Address	235 Queen Street
City	Ottawa
Province	Ontario

Postal Code	K1A 0H5
Country	Canada
Work Arrangements	Hybrid. The position requires a minimum of three (3) days in office per five (5) day work week, in-person at the C.D. Howe Building, 235 Queen Street, Ottawa.
Hours	37.5 hours per week
Compensation and Benefits	Salary range determined by Government of Canada Student Rates of Pay, which depend on experience and level of education.
Transportation and Housing	No reimbursement for transportation or housing costs.