

Student Positions Available

The Strategy and Policy Division of the Department of Social Development and Seniors (Government of Prince Edward Island) is hiring four summer students.

Masters-level student for the “Children’s Summer Food Program” (1 position)

The Children’s Summer Food Program delivers meals to families with school-aged children who require assistance accessing healthy meals over the summer months.

This Masters-level position will work closely with the Food Security Program Analyst and the Manager of Strategic Initiatives on the planning, implementation, delivery and evaluation of the Children’s Summer Food Program. The duties of this student will include:

- Assisting with the development of the program, including creating tracking sheets for food delivery and payments;
- Leading the communication with parents registered in the program;
- Developing weekly delivery routes to ensure safe and efficient food delivery across the province;
- Assisting with the development and implementation of evaluation and monitoring components of the program;
- Delivering meals to registered participants (if additional drivers are needed);
- Assisting with the early drafting of the program review; and
- Completing additional policy and program work as required.

Undergraduate-level students (3 positions)

Three undergraduate-level students will be responsible for:

- Completing jurisdictional scans and Food Strategy research;
- Assisting with the coordination and delivery of meals for the Children’s Summer Food Program (which also includes documentation components);
- In collaboration with Office of Seniors staff, attending and participating in TechNTalk events across PEI;
- Providing support to the Department’s Records and Information Management Coordinator; and
- Completing additional policy and program work as required.

Qualifications (for all students)

Required education and skills:

- Currently enrolled as a post-secondary student who is pursuing a degree in a related field.
- Proficiency in Microsoft Office suite (e.g. Teams, Outlook, Word, Excel).
- Strong attention to detail, organization and time management skills, communication skills.

- Ability to access and/or use their own personal phone for work.
- Willing to travel for program implementation and delivery.
- Have access to a reliable vehicle and full license (not “L” or “G” permits).
- Safe driving abstract.
- Ability to be able to lift bags and/or boxes (up to 20 pounds).
- Must be dependable and have the ability to work in a fast-paced environment.

Assets:

- Experience working with vulnerable populations, including children or seniors.
- Experience with project management, program implementation, report writing and/or evaluation and monitoring.
- Bilingualism.

Reporting

All students will formally report to the Manager of Strategic Initiatives. Depending on the position, students may be assigned work tasks from the Manager of the Office of Seniors, and/or Children’s Summer Food Program Coordinator.

Hours and Pay

All students will be required to work 37.5 hours per week (Monday to Friday from 8:00am to 4:00pm). Occasional work during evenings and weekends may be required to accommodate meal delivery and/or TechNTalk events.

Students will be paid in accordance with the [PEI Government’s Student Rates of Pay](#) policy.

Work Term and Location

It is anticipated that students who are offered a position will start their employment with the Department on Monday, June 1, 2026. The last day of their employment will be Friday, September 4, 2026.

Students are expected to work in the Charlottetown office (Jones Building, 11 Kent Street) for the duration of their work term. Some flexibility may be provided on a case-by-case basis.

Application Process

Any interested students can email a cover letter and resume to Jessica Walker (Manager of Strategic Initiatives) at jessicawalker@ihis.org. Resumes and cover letters must be received by Monday May 11, 2026 at 4:00pm.

Students who meet the eligibility criteria may be invited for an interview.