

COMMUNICATIONS ASSISTANT POSITION
(student via CO-OP or FSWEP)

CURRENT OPPORTUNITY – FALL 2022/WINTER 2023

- Full-time Communications Assistant position(s) in Whitehorse, Yukon
- Four-month term starting in September 2022, with possibility of extension
- Preference will be given to candidates self-identifying as Indigenous (First Nations, Inuit or Métis from Canada), and who meet the job requirements.
- To apply:
 - Apply through your school or program's Co-op office; or
- Send your resume to: aadnc.ytcommunications.aandc@canada.ca.
- Deadline to Apply:
 - Applications for Fall 2022 and/or Winter 2023 are due Sunday, June 26, 2022 by midnight 12:00 a.m. PST.
 - Applications for future terms are accepted year-round.
- Contact us for more information at:
 - email: aadnc.ytcommunications.aandc@canada.ca; or
 - telephone: (867) 667-3315 or 1-800-661-0451.

POSITION INFORMATION

Highlights

- The Yukon regional office of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) delivers both CIRNAC and Indigenous Services Canada (ISC) programs and services
- Position is located in Whitehorse, Yukon
- The term is four months (starting September/January/May), with possibility of extension
- Pay is based on [Rates of pay for Post-secondary students](#) + Isolated Post Allowance
- Costs for return airfare (or partial costs for road travel) to and from Whitehorse will be covered by CIRNAC (if coming from outside the Yukon).

Eligibility

You must be eligible and registered for one of the following programs:

1) **[Co-operative Education/Internship Program](#)**

- you must be a full-time student registered in a post-secondary co-op/internship program that is on our [list of validated institutions and programs](#)
- your work term must be mandatory for graduation
- you are returning to full-time studies in the next academic term (unless you have previously worked for the Government of Canada under a recognized student program)

OR

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2) **Federal Student Work Experience Program (FSWEP)** *

- you are a full-time college or university student
- you are returning to full-time studies in the next academic term (unless you have previously worked for the Government of Canada under a recognized student program)

*When **registering online for FSWEP for this position**, you must indicate:

- Communications as an interest
- Whitehorse, Yukon as a location
- If you are a Canadian citizen; and
- If you self-identify as Aboriginal (First Nations, Inuit or Métis from Canada).

Location and Employer Information

This position is located in [Whitehorse, Yukon](#), a small city of approximately 32,000 which provides a unique northern experience with an abundance of outdoor activities and a robust cultural scene.

For information on:

- Whitehorse, please visit [Travel Yukon's website](#) or the City of Whitehorse's website.
- [CIRNAC - Yukon Region](#), please visit our website

Employment Equity

CIRNAC is committed to having a skilled and diversified workforce representative of the population we serve.

Preference will be given to candidates self-identifying as Indigenous (including First Nations, Inuit and Métis from Canada) who meet the job requirements.

Position Duties

The Communications Assistant will be working as part of a communications team made up of a Communications Manager and several Communications Officers, who support different work units within the regional office. The total number of staff in the CIRNAC regional office is approximately 85.

Communications Assistant duties include:

- support for various departmental projects including writing and editing stories, developing web content for the regional Intranet site, maintaining a regional photo database;
- media monitoring and analysis including compiling a media summary twice/week (from print, web, radio, social media), and developing as needed media analysis for distribution to regional and national employees on issues related to the department and Yukon Region responsibilities..

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There are numerous opportunities to develop communications skills, and to learn about the issues, challenges and opportunities related to CIRNAC and Indigenous Services Canada (ISC) through:

- participation in departmental committees and working groups;
- taking on various communications projects;
- working on projects involving website writing and coding, photography, event management, product development, and communications planning; and
- potential opportunities for travel to Yukon First Nation communities.

ASSESSMENT CRITERIA

Assessment criteria can be examined throughout the assessment process. Experience (work, volunteer, academic) should be included in candidate resumes. Knowledge, Abilities and Personal Suitability will be examined through the written assignment, interview and/or reference checks. Candidates may be eliminated at any point in the assessment process.

EXPERIENCE

1. Experience in researching, writing and producing products.
2. Experience working independently and as part of a team.

KNOWLEDGE

1. Knowledge of Northern and/or Yukon First Nations issues and challenges.

ABILITIES

1. Ability to communicate effectively both verbally and in writing.
2. Ability to meet deadlines.
3. Ability to prioritize tasks.
4. Ability to summarize and simplify complex information and communicate that information in writing.

PERSONAL SUITABILITY

1. Initiative
2. Self-motivated
3. Effective interpersonal skills
4. Team player
5. Judgement
6. Adaptability and flexibility

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