

Student - Policy and Program Assistant

Organization:	Ministry of Natural Resources and Forestry Forest Industry Division
Work Location:	Thunder Bay, Sault Ste. Marie, or Timmins
Job Term:	Up to 15 weeks available – Between April 17 and September 1, 2023
Salary:	\$15.50 per hour

What Can I Expect to do in this Role?

As a Policy and Program Assistant, you will be supporting a team in policy and/or program planning and delivery related to a range of forestry and forest business activities. You may have the opportunity to work on some or all of the following activities:

- Provide project planning and implementation in support of projects
- Analyze and review priorities and assist in the development of work plans
- Conduct research and analysis of new developments and organize data
- Prepare reports and briefing materials
- Coordinate project activities, including reviewing and monitoring project progress, deliverables, timelines, and budget
- Engage and work with Indigenous peoples and communities, stakeholders and other ministries to seek input, discuss projects, and collect feedback
- Facilitate working groups to support business objectives
- Other duties as assigned

How Do I Qualify?

You are eligible if you are:

- A person who self-identifies as an Indigenous person (First Nation, Inuit or Metis)
- A student
- Between the ages of 15-24 years old (up to 29 for persons with a disability).

Communication and Interpersonal Skills:

- You apply your written communication skills to document findings and prepare a variety of documents (e.g. reports, data records, presentations, meeting minutes, etc.).
- You apply your customer service and verbal/active listening communication skills to respond to phone, email, and in-person inquiries, and to provide information to internal clients.
- You apply your initiative and interpersonal skills to work collaboratively within a multi-disciplinary team.

Technical Skills and Knowledge:

- You apply your experience using Microsoft Office applications, such as Word (word processing) and Excel (spreadsheets), as well as databases, email, and the internet to conduct research and prepare a variety of documents.
- You apply your knowledge and/or experience with implementing program and/or project related work.

Analytical and Organizational Skills:

- You apply your planning and organizational skills to collect, organize, review, and verify information/data through review of files, reports, and other means.
- You use the internet and other sources to gather and aggregate data, analyze and input data findings, and summarize information.
- You work independently or as part of a team; to plan, organize, and prioritize work to meet competing deadlines.

Natural Resource Knowledge:

- You have knowledge, experience and/or interest in natural resources and the outdoors (e.g. work or volunteer experience, school courses, or personal activities).

How to apply:

Please submit resume and covering letter describing how your experience and education address the qualifications and skills listed above, directly to Sonia Miller by email at sonia.miller@ontario.ca.

The deadline to apply is Wednesday, February 15, 2023, 11:59 pm EDT.