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**Apply By:** Wednesday, June 15, 2022 11:59 pm EDT

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## POLICY INTERN (INDIGENOUS)

**Organization:** Ministry of the Environment, Conservation and Parks

**Division:** Land and Water Division, Environmental Policy Division

**City:** Peterborough, Toronto

**Job Term:** 4 Temporary fixed-term contract for up to 12 months

**Job Code:** 3A007 - Policy03

**Salary:** \$58,029.00 - \$80,306.00 Per Year

**Posting Status:** Open

**Job ID:** 181683



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### Experience working in the Ontario Public Service – grow your future.

The OPS is dedicated to recruiting and advancing top talent while building a diverse public service that is reflective of Ontario's population and communities. This exciting opportunity offers recent Indigenous post-secondary graduates the opportunity to develop their careers and gain valuable work experience with one of Canada's top employers.

Bring your knowledge, experience and perspectives to the Ministry of the Environment, Conservation and Parks. Working with a team of engaged professionals and dedicated leaders, you'll take the next step in your career in a dynamic environment that provides opportunities for personal growth, competitive salary, mentorship, and learning and development opportunities.

We are looking for dynamic individuals to join our teams to assist in the development of Ministry programs and policies. The successful candidate will have the support of a professional and welcoming team and a hands-on manager to ensure your success and development.

**Note: This competition will be used to fill four (4) Policy Intern positions. Positions being offered are as follows:**

Land and Water Division (3 positions available)

- 300 Water St, Peterborough, Ontario \*
- 40 St. Clair Avenue West, Toronto, Ontario \*

\*Flexible in-office work locations may be available.

Environmental Policy Division: (1 position available)

- 40 St. Clair Avenue West, Toronto, Ontario

Note: During the application process, please select ALL of the locations that you'd like to be considered for.

## What can I expect to do in this role?

### Land and Water Division

- Join the Ontario Parks team (300 Water St., Peterborough) where you will provide support, analysis, and advice on evidence-based policies and standards related to the establishment and management of provincial parks and conservation reserves and other protected and conserved area types across Ontario. \*Alternative locations may be considered.

- Join the Great Lakes Office team (40 St. Clair Ave West, Toronto) where you will provide support, analysis and advice on evidence-based policies and programs related to the protection of the Great Lakes including the renewal of Ontario's Great Lakes Strategy and the implementation of the Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health. \*Alternative locations may be considered.

- Join the Species at Risk Protection Policy team (40 St. Clair Ave West, Toronto or 300 Water St., Peterborough) where you will provide support, analysis and advice on evidence-based policies and programs related to the protection of Species at Risk including informing the development of legislative products required under the Endangered Species Act. \*Alternative locations may be considered.

### Environmental Policy Division

- In the Resource Recovery Policy Branch, you will support the team in providing analysis and advice on waste related files as well as support the industrial, commercial, and institutional waste diversion initiative to address recommendations provided by the Auditor General of Ontario and actions to reduce food waste. This position will assist the team with various projects and policy development activities related to waste diversion including: conducting research and analysis; helping to prepare jurisdictional reviews; stakeholder and Indigenous community engagement; correspondence; and participating on various committees and working/project groups.

## How do I qualify?

### Mandatory

- You must have graduated from a college or university, with a degree, diploma or post-graduate certificate, within the past 5 years.
- You must be an Indigenous person (i.e. First Nations, Métis, Inuit).

### [View Frequently Asked Questions \(FAQ\) for Indigenous Self-Identification](#)

### Analytical and research skills:

- You can gather and analyze information to support the development of recommendations and resolutions to issues.
- You can interpret and apply legislation, policies, processes and procedures.
- You can provide research support to projects and branch initiatives.

### Communication skills:

- You can prepare and present various documents, including presentations, reports, summaries.
- You can clearly and concisely communicate information and recommendations.

### Interpersonal and teamwork skills:

- You can establish and maintain effective working relationships with colleagues and stakeholders, First Nations and Métis communities at varying levels to seek and exchange information.

- You can participate and contribute to working groups.

#### Planning and organizational skills:

- You are able to plan, organize, and manage multiple tasks and projects with competing deadlines.

#### Computer proficiency:

- You are proficient using common office productivity software (i.e. word processing, spreadsheets, presentations) to draft documents and reports, prepare presentations, conduct analysis, and perform research on the internet.

#### OPS Commitment to diversity, inclusion, accessibility, and anti- racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the **OPS Anti-Racism Policy** and the **OPS Diversity and Inclusion Blueprint** pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's **Human Rights Code**. Refer to the application instructions below if you require a disability-related accommodation.

#### Additional Information:

<b>Address:</b>	<ul style="list-style-type: none"> <li>• 2 Temporary, duration up to 12 months, 40 St Clair Ave W, Toronto, Toronto Region</li> <li>• 1 Temporary, duration up to 12 months, 300 Water St, Peterborough, East Region</li> <li>• 1 Temporary, duration up to 12 months, 300 Water St, Peterborough, East Region or 40 St Clair Ave W, Toronto, Toronto Region</li> </ul>
<b>Compensation Group:</b>	Association of Management, Administrative and Professional Crown Employees of Ontario
<b>Schedule:</b>	6
<b>Category:</b>	Internships
<b>Posted on:</b>	Wednesday, May 25, 2022

#### How to apply:

1. You must **apply online**.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the **Writing a Cover Letter and Resume: Tips, Tools and Resources**.
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the **job description** to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

**All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.**

**Remember:** The deadline to apply is **Wednesday, June 15, 2022 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**Job advertisements for positions that have been designated bilingual will be provided in both English and French on the website. Positions that are not designated bilingual are not translated and are displayed in English only on both the English and French versions of the website.**

**Les annonces d'emploi pour les postes désignés bilingues sont publiées en anglais et en français sur le site Web. Les annonces pour les postes qui ne sont pas désignés bilingues ne sont pas traduites et elles figurent en anglais seulement, tant dans la version française que dans la version anglaise du site.**

**The Ontario Public Service is an inclusive employer.  
Accommodation is available under the Ontario's Human Rights Code.**

Note: The only website where you can apply on-line for positions with the Ontario Public Service is <http://www.gojobs.gov.on.ca>

 [Apply Online](http://www.gojobs.gov.on.ca)