

From: [Caroline Dada](#)
Cc: [Diana Moreno](#)
Subject: Ontario Science Centre - Indigenous Internship Job Ads
Date: Wednesday, July 13, 2022 2:26:40 PM
Attachments: [Repost - BUSINESS AND FINANCIAL PLANNING INTERN - MEMBERSHIP AND MARKETING.pdf](#)
[Repost - PROJECT MANAGEMENT INTERN .pdf](#)
[Repost - BUSINESS AND FINANCIAL PLANNING INTERN - FINANCIAL ADMINISTRATION \(INDIGENOUS\).pdf](#)
[Repost - HUMAN RESOURCES \(HR\) ANALYST - INDIGENOUS INTERN.pdf](#)
Importance: High

Hello there,

The Ontario Science Centre is now recruiting the following positions as part of the Indigenous Internship Program:

[Business and Financial Planning Intern - Membership and Marketing \(Indigenous\)](#) | Job ID: 184814 | Department: Membership & Marketing | Posting Status: Open | Deadline to apply: July 27, 2022

[Project Management Intern \(Indigenous\)](#) | Job ID: 184815 | Department: Partnership & Development | Posting Status: Open | Deadline to apply: July 27, 2022

[Business and Financial Planning Intern - Financial Administration \(Indigenous\)](#) | Job ID: 184816 | Department: Finance | Posting Status: Open | Deadline to apply: July 27, 2022

[Human Resources \(HR\) Analyst - Indigenous Intern](#) | Job ID: 184817 | Department: Human Resources | Posting Status: Open | Deadline to apply: July 27, 2022

Please note: all of these positions are Hybrid and the location is at the Ontario Science Centre which is in **Toronto, Ontario.**

I've also attached PDF versions of the job ads for your convenience.

Please feel free to forward this along to those within your network.

Thank you,

Caroline Dada

Pronouns: she/her/hers

Assistant Human Resources Advisor

Caroline.Dada@osc.on.ca

Phone: [416-881-7981](tel:416-881-7981)

www.ontariosciencecentre.ca

Ontario Science Centre

770 Don Mills Road

Toronto, ON M3C 1T3

"I acknowledge that I reside on the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. These lands are now home to many diverse First Nations, Inuit

and Métis peoples. As I work, live and play, today on these treaty lands I have the responsibility to honour and respect the four directions, land, waters, plants, animals, ancestors that walked before us, and all the wonderful elements of creation that exist."

Please Note: As part of providing accessible customer service, please let me know if you have any accommodation needs or require communication supports or alternate formats.

Please consider the environment before printing this e-mail.

This electronic transmission, including any accompanying attachments, may contain PRIVILEGED or CONFIDENTIAL INFORMATION intended only for the use of the recipient(s) named above. Any distribution, review, dissemination or copying of this communication by anyone other than the intended recipient(s) is strictly prohibited. If you have received this communication in error, please notify the sender immediately by return e-mail and permanently delete the copy you have received. Thank you.

BUSINESS AND FINANCIAL PLANNING INTERN - FINANCIAL ADMINISTRATION (INDIGENOUS)

Organization:

Ontario Science Centre

Division:

Corporate Services / Finance

City:

Toronto

Job Term:

1 Temporary fixed-term contract for up to 12 months

Job Code:

20205 - Financial Officer 1 (B/U)

Salary:

\$998.71 - \$1,221.77 Per Week*

*Indicates the salary listed as per the OPSEU Collective Agreement.

Understanding the job ad - definitions

Posting Status:

Open

Job ID:

184816

Grow your future with the Ontario Public Service and help us make Ontario a better place to invest, work, live and succeed

The Ontario Science Centre is diversifying its talented workforce and offering this unique opportunity for a recent Indigenous post-secondary graduate to work with a dynamic team of professionals and leaders in the Finance department. We are working to make Ontario's programs and services more convenient, reliable and accessible through a more modern, efficient and customer-focused government. We seek to recruit and advance bright talent for the future, and we offer personal and professional growth, coaching and mentorship, along with a competitive salary.

Join the Ontario Science Centre and work with a team that embraces strong financial management practices and new ways of working together. You will use your accounting and financial management knowledge and acquire hands-on experience in a public sector setting to make government programs and services more convenient, reliable, and accessible. If you are interested in working in business/financial planning on a wide range of innovative and exciting projects, such as assessing analyzing financial transactions, evaluating ministry-wide management processes, and preparing forecasting reports, apply today!

What can I expect to do in this role?

The Finance department provides oversight of the financial management of the Ontario Science Centre's resources. Key deliverables include the preparation of the Business Plan, Quarterly Financial Statement Reporting, forecasts, expenditure and revenue management and reporting, financial and attendance data analysis, dashboards, procurement advice, RFPs, Treasury Board submissions, tax filings and receipts and other ministry reporting.

As a business and financial planning intern, you can:

- Learn about public sector accounting, financial management and internal control practices
- Acquire hands-on experience with business planning, risk management and strategic resource management
- Design financial and business processes that support the implementation of program initiatives and changing business requirements.
- Support the drive to implement major changes to government delivery by making government services more digitally accessible and creating more responsive and flexible public services

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](#)

Financial and business expertise:

- knowledge of general financial and accounting principles, policies and processes, including accounting procedures to develop understanding of budget, estimates, in-year expenditure management, internal controls and compliance, and financial reporting
- knowledge of general approaches and considerations for resource planning, business planning and program development/implementation, such as long and short-range financial planning, financial and economic forecasting, allocating budgets and targets, risk management and performance measurement, monitoring, financial controllership and reporting
- knowledge of risk assessment and risk management principles to contribute to ministry assessments on financial and non-financial issues
- experience contributing to the preparation of financial estimates, budget proposals, financial reporting including providing input financial decision-making processes

Communication and interpersonal skills:

- written and oral communication skills, to develop internal resources (presentations, communication plans, intranet postings) and prepare analysis and briefings materials
- presentation skills to make presentations to senior management on the analysis and recommendations on various financial and non-financial issues
- interpersonal skills to establish effective working relationships both within and outside the Ontario Science Centre and participate on committees, project teams and working groups in a respectful, equitable, accessible, diverse and inclusive workplace

Analytical and organizational skills:

- planning and organizational skills, to undertake various work activities, balance and manage multiple tasks; meet deadlines
- able to identify trends and relevant themes to support the development of user-focused and evidence-based findings, assess the impact and make recommendations
- knowledge of research and statistical tools/techniques to produce analysis, conduct risk assessments, recommend financial processes/tools and assess business and financial options and implications
- identify and prioritize issues to bring to the attention of the Manager or senior staff

Computer proficiency:

- proficiency in information and financial management programs (e.g., word processing, spreadsheet, database, presentation, Internet, Intranet and email) to perform daily work activities; search, analyze and manipulate data/information
- knowledge or ability to become proficient in financial information systems, in order to research, analyze and report on ministry financial matters

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:

Address:

- 1 Temporary, duration up to 12 months, 770 Don Mills Rd, Toronto, Toronto Region

Compensation Group:

Ontario Public Service Employees Union
Understanding the job ad - definitions

Schedule:

6

Category:

Internships

Posted on:

Wednesday, July 13, 2022

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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.
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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.

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BUSINESS AND FINANCIAL PLANNING INTERN (INDIGENOUS)

Organization: Ontario Science Centre

Division: External Relations / Membership & Marketing

City: Toronto

Job Term: 1 Temporary fixed-term contract for up to 12 months

Job Code: 20205 - Financial Officer 1 (B/U)

Salary: \$998.71 - \$1,221.77 Per Week*

*Indicates the salary listed as per the OPSEU Collective Agreement.

Understanding the job ad - definitions

Posting Status: Open

Job ID: 184814

Grow your future with the Ontario Public Service and help us make Ontario a better place to invest, work, live and succeed

The Ontario Public Service is diversifying its talented workforce and offering this unique opportunity for a recent Indigenous post-secondary graduate to work with a dynamic team of professionals and leaders in the Land and Resources I+IT Cluster. We are working to make Ontario's programs and services more convenient, reliable and accessible through a more modern, efficient and customer-focused government. We seek to recruit and advance bright talent for the future, and we offer personal and professional growth, coaching and mentorship, along with a competitive salary.

Join the Cluster Resources and Assurance Unit of the Land and Resources I+IT Cluster and work with a team that embraces strong financial management practices and new ways of working together. You will use your accounting and financial management knowledge and acquire hands-on experience in a public sector setting to make government programs and services more convenient, reliable, and accessible. If you are interested in working in business/financial planning on a wide range of innovative and exciting projects, such as assessing analyzing financial transactions, evaluating ministry-wide management processes, and preparing forecasting reports, apply today!

What can I expect to do in this role?

LRC's multi-year strategy enables exceptional public service and innovative program delivery. Innovating together requires all managers and staff to embrace emerging technology, agility and new ways of working together. Working in the public service has real meaning and impact on the lives of Ontarians. What we do matters, and you can grow your career here. We value trust, fairness, diversity, creativity, collaboration and excellence.

As a business and financial planning intern, you can:

- Learn about public sector accounting, financial management and internal control practices
- Acquire hands-on experience with business planning, risk management and strategic resource management
- Design financial and business processes that support the implementation of program initiatives and changing business requirements.
- Support the drive to implement major changes to government delivery by making government services more digitally accessible and creating more responsive and flexible public services

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](#)

Financial and business expertise:

- knowledge of general financial and accounting principles, policies and processes, including accounting procedures to develop understanding of budget, estimates, in-year expenditure management, internal controls and compliance, and financial reporting
- knowledge of general approaches and considerations for resource planning, business planning and program development/implementation, such as long and short-range financial planning, financial and economic forecasting, allocating budgets and targets, risk management and performance measurement, monitoring, financial controllership and reporting
- knowledge of risk assessment and risk management principles to contribute to ministry assessments on financial and non-financial issues
- experience contributing to the preparation of financial estimates, budget proposals, financial reporting including providing input financial decision-making processes

Communication and interpersonal skills:

- written and oral communication skills, to develop internal resources (presentations, communication plans, intranet postings) and prepare analysis and briefings materials
- presentation skills to make presentations to senior management on the analysis and recommendations on various financial and non-financial issues
- interpersonal skills to establish effective working relationships both within and outside the Ministry and participate on committees, project teams and working groups in a respectful, equitable, accessible, diverse and inclusive workplace

Analytical and organizational skills:

- planning and organizational skills, to undertake various work activities, balance and manage multiple tasks; meet deadlines
- able to identify trends and relevant themes to support the development of user-focused and evidence-based findings, assess the impact and make recommendations
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- identify and prioritize issues to bring to the attention of the Director, Senior Manager, or senior staff

Computer proficiency:

- proficiency in information and financial management programs (e.g., word processing, spreadsheet, database, presentation, Internet, Intranet and email) to perform daily work activities; search, analyze and manipulate data/information
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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:

Address:

- 1 Temporary, duration up to 12 months, 300 Water St, Peterborough, East Region or 95 Ghost Lake Rd, Dryden, North Region or 1 Stone Rd W, Guelph, West Region or 70 Foster Dr, Sault Ste Marie,

North Region or 5520 Hwy 101 E, South Porcupine, North Region or 159 Cedar St, Sudbury, North Region or 435 James St S, Thunder Bay, North Region or 77 Grenville St, Toronto, Toronto Region

Compensation Group: Ontario Public Service Employees Union
Understanding the job ad - definitions

Schedule: 6

Category: Internships

Posted on: Wednesday, July 13, 2022

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4. Read the [job description](#) to make sure you understand this job.
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HUMAN RESOURCES (HR) ANALYST - INDIGENOUS INTERN

Organization: Ontario Science Centre

Division: Corporate Services / Human Resources

City: Toronto

Job Term: 1 Temporary fixed-term contract for up to 12 months

Job Code: I0402A - Human Resources37

Salary: \$51,582.00 - \$66,481.00 Per Year

Posting Status: Open

Job ID: 184817

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 Human Resources department in the Ontario Science Centre. 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, learning and development opportunities, and work-life balance.

What can I expect to do in this role?

The Indigenous Intern will be working in the Human Resources Department in the Corporate Services Branch where they will be supporting the employee experience, health and safety as well as organizational support projects for the Ontario Science Centre (OSC). This will include supporting the overall culture and operations of the ministry by:

- assisting with full cycle recruitment and maintaining our diversity lens
- assisting in enhancing employee experience by communications, identifying priority areas of improvement for divisions and branches and developing programs to enhance staff and manager engagement
- assisting in leading the ministry health and safety (H&S) governance model and ministry's coordination of COVID-19 responses, policies and protocols; coordinating health and safety priorities, policies and initiatives
- reviewing training and developing new trends for the ministry to identify future learning opportunities

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](#)

Technical Knowledge:

- You have knowledge of human resources programs and human resources administration to support coordination of initiatives and to track inquiries regarding the Branch's activities, services and products, and provide project and logistical assistance to the Branch.
- You have knowledge of Human Resources (HR) information systems and data bases to access the data, and gather appropriate information for specific HR-related purposes and prepare various information summaries.

Analytical Skills:

- You have the ability to conduct research and access information sources to support project initiatives undertaken by the branch and assists in preparing a range of reports on research findings.
- You have strong attention to detail skills to ensure the accuracy of tracking and data entry.

Communication and Interpersonal Skills:

- You have strong written communication skills to prepare reports and to provide/obtain information on the unit's programs.
- You possess teamwork and collaborative skills to work with colleagues and interact with a variety of internal and external contacts.

Project Management and Organization Skills:

- You have project management skills to assist with coordination of various initiatives, projects and issues.
- You have the ability to provide planning and scheduling support for the delivery of branch programs, including gathering and organizing information, distributing documents to team members and tracking deliverables.

Computer Skills:

- You are proficient with common office productivity software, such as word processor, spreadsheet, presentation, email and database applications to prepare correspondence, reports and presentations.

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

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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

Address:

- 1 Temporary, duration up to 12 months, 770 Don Mills Rd, Toronto, Toronto Region

Compensation Group: Management Compensation Plan

Understanding the job ad - definitions

Schedule: 6

Category: Internships

Posted on: Wednesday, July 13, 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](#).
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4. Read the [job description](#) to make sure you understand this job.
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Accommodation is available under the [Ontario's Human Rights Code](#).**

PROJECT MANAGEMENT INTERN (INDIGENOUS)

Organization: Ontario Science Centre

Division: External Relations / Partnership and Development

City: Toronto

Job Term: 1 Temporary fixed-term contract for up to 12 months

Job Code: 12120 - Industrial Development Officer 1

Salary: \$1,035.35 - \$1,241.84 Per Week*

*Indicates the salary listed as per the OPSEU Collective Agreement.

Understanding the job ad - definitions

Posting Status: Open

Job ID: 184815

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

The Ontario Science Centre 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 Partnership and Development department in the External Relations branch. 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, learning and development opportunities, and work-life balance.

What can I expect to do in this role?

The Ontario Science Centre's Development and Partnerships department is responsible for generating over \$2.2M in revenues each fiscal year. As part of the Ontario Science Centre's new strategic plan and direction moving forward, the Development team plays a key role in supporting the Centre's mission by expanding new and existing sponsor and donor relationships and funding partnerships to raise increased financial support for the Centre.

The successful intern will help us deliver our major, annual, event, and corporate fundraising strategy. This is an excellent opportunity to gain experience of fundraising and working in the not-for-profit sector. The role will provide hands-on experience and training on all aspects of income generation with a particular focus on special events. The intern will receive a thorough induction and ongoing supervision to gain knowledge of all income streams.

The chosen candidate will have the opportunity to develop written and verbal communication skills, and understand the logistics and strategy involved in planning and running successful events. In addition, this person will make a valuable contribution to raising funds for the Ontario Science Centre so we can continue to welcome visitors of all ages to play and discover ways to think like a scientist every day.

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](#)

Specialized knowledge:

- You have knowledge of fundraising and partnership development

Project management and organizational skills:

- You can plan, organize, and manage multiple tasks and projects with competing deadlines.
- You can assist with the planning and delivery of meetings, events, and workshops.
- You have knowledge of project management tools and techniques and experience in project delivery

Communication and interpersonal skills:

- You have strong written and verbal communication skills to provide and exchange information as well as prepare and present briefing, presentation and communications material.
- You have excellent interpersonal skills to liaise effectively with your team as well as internal and external clients and partners, and can participate in and contribute to committees and projects.

Research and analytical skills:

- You can conduct research, analyze and compile information/data into an understandable format.
- You have basic knowledge of performance measurement methodologies and evaluation techniques.

Computer proficiency:

- You are proficient in the use of common office productivity software to prepare presentations and reports, and to perform research on the internet/intranet.

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

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Additional Information:

Address:

- 1 Temporary, duration up to 12 months, 770 Don Mills Rd, Toronto, Toronto Region

Compensation Group: Ontario Public Service Employees Union
Understanding the job ad - definitions

Schedule: 6

Category: Internships

Posted on: Wednesday, July 13, 2022

How to apply:

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