



Want to work as a Communications Assistant in the Yukon? Apply for the Fall 2021 term by July 14, 2021

Communications Assistant

- Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC), Yukon Regional Office
- Located in Whitehorse, Yukon
- September – December 2021, with possibility of extension
- Pay TBD 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 work location will be covered by CIRNAC.

See Page 2 for Position Duties, and Experience and Skills Required.

Eligibility:

You must be eligible for 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 institutions and programs](#)
 - your work term must be mandatory for graduation
 - you meet the minimum age requirement the province/territory of work
- OR**
- 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/year
 - you meet the minimum age requirement in the province/territory of work

Preference will be given to Canadian citizens who meet the job requirements.

To apply:

- **Co-op/internship students:** email your resume to [Marie-Louise Boylan](mailto:marie-louise.boylan@canada.ca), Communications Manager (marie-louise.boylan@canada.ca)
- **Other students:** register for FSWEF using the instructions below, and include your resume there
- For any questions please contact: [Marie-Louise Boylan](#).

Registration Instructions - Federal Student Work Experience Program (FSWEP):

To register for FSWEF, please visit the [Ongoing Student Recruitment page](#) and click Apply Now. You will need to log into your GC Jobs account, or to create one.

To ensure you are considered for the Communications Assistant position in Whitehorse, please note:

- Under “What type of work are you interested in?” include “Marketing/communications/events”
- Under “Where do you want to work?” include “Whitehorse, Yukon”
- Under “Citizenship” indicate if you are a Canadian citizen
- Under “Employment equity self-declaration (optional)” and “Are you an Aboriginal person?” indicate Yes if you self-identify as First Nations, Inuit or Métis from Canada

Location and Employer Information:

This location is in [Whitehorse, Yukon](#), a small city of approximately 33,000 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](#).

For more information on 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 persons (including First Nations, Inuit and Métis from Canada) who meet the job requirements.

Application Deadline: Wednesday, July 14, 2021 at 11:59 p.m. PDT





Experience and Skills Required:

Below is a list of Experience requirements that we will be looking for in your resume.

Knowledge, Abilities and Personal Suitability requirements will be evaluated through a written assessment and a verbal interview, should you be successful in your application.

EXPERIENCE:

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

KNOWLEDGE:

- Knowledge of Yukon media
- 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-motivation
3. Effective interpersonal skills
4. Team player

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; and
- media monitoring and analysis including compiling a media summary two times per week (from print, web, radio, social media, and TV), and developing as needed media analysis on issues related to the department and to Yukon First Nations issues, for distribution to regional and national employees.

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 projects related to internal communications;
- 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.

Previous Co-op Student testimonial:

Not only is CIRNAC a great place to work at, but the Yukon is an incredible place to live outside of work. I was living in the Yukon during the COVID-19 pandemic, so there were less opportunities for social events, but I was able to hike and explore the territory throughout my stay, and let me tell you, there are few places on Earth that are more beautiful and breathtaking than the Yukon! And even with the pandemic, people in the Yukon were so friendly and welcoming, always willing to tell you about cool and interesting things to do and places to see.

I can honestly say that working in the Communications position at CIRNAC has been one of the best jobs I have ever had. It was such an incredible experience, which allowed me to not only improve my professional skills, but experience and explore such a beautiful and welcoming part of Canada that very few people have a chance to see. I met incredible people during my time in Yukon, and I hope to return as soon as I can!

- Mackenzie Foxall

