Environment and Climate Change Canada  
EcoAction Funding Program

Environment and Climate Change Canada’s (ECCC) Freshwater Management Directorate is looking for enthusiastic students to join the EcoAction Funding Program Team! At ECCC, we regularly hire students through the Government of Canada’s student employment programs such as the Post-secondary Co-operative Education/Internship Program (Co-op/Internship) and the Federal Student Work Experience Program (FSWEP).

The EcoAction Funding Program is a National program that provides funding to community groups for action based projects, with a focus on freshwater, to improve the environment and increase environmental awareness. Staff develop documents and tools, manage the application process, make funding recommendations and manage contribution agreements with recipients. Our team has a history of hiring students to support with these tasks and is committed to providing opportunities for students to learn and develop new skills and prepare them for the completion of their studies and for future careers in their fields of interest.

If you are a collaborative and hard-working individual who is passionate about developing your career and learning about working for the federal public service, this could be the opportunity for you! Both undergraduate and graduate students are encouraged to apply.

Who can apply: Canadian citizens and permanent residents who are enrolled in an approved student-work experience program at a recognized post-secondary institution.

POSITION DETAILS

Work Location: 234 Donald Street, Winnipeg, Manitoba

Duration of Employment: 4 month term starting May 2024

Hours of Work: Full time, 37.5 hours per week

Salary: Determined by Treasury Board Secretariat – Student Rates of Pay

Application Deadline: March 13, 2024

To Apply: Email your cover letter, resume and 3 references to Dana.hay@ec.gc.ca.

We would appreciate a copy of your recent transcript, or alternatively, a list of courses that you feel are of greatest relevance to the position.

Your cover letter must also confirm that you are enrolled in an approved student work experience program, and that you will be returning to school the following term. Only qualified candidates will be invited for an interview.
AVAILABLE POSITION - Junior Program Coordinator

**Job Description**
Students may be called upon to:
- Perform general administrative duties to support team activities;
- Organize and coordinate meetings, including drafting agendas and meeting minutes;
- Produce program tools, forms and other documents and prepare reports, including statistical reports;
- Research, analyze and prepare summaries and reports on program or environmental topics;
- Manage programs databases, support proposal reviews and process funded projects payments;
- Assist with information management;
- Update programs budgets; and,
- Other duties as required.

Other duties may include:
- Support the coordination of key integration and corporate management activities (i.e., planning, reporting, and engagement).

**Essential Qualifications**
Preference will be given to Canadian citizens and permanent residents who meet the job requirements.

- Knowledge of the EcoAction Community Funding Program; the role of Environment and Climate Change Canada related to freshwater issues.
- Acceptable specialization in Environmental Studies, Environmental Science, Indigenous Studies, Business, Communication, Public Administration, Public Policy, Biology, Physical Geography, or other relevant field of study;
- Experience in providing administrative support such as preparing agendas, drafting minutes, arranging meetings, tracking the status of key documents, and processing financial transactions;
- Experience in creating and formatting documents with Microsoft Word, Excel, Outlook, and PowerPoint;
- Experience gathering and analyzing information, verifying validity of sources, and consolidating information into written summaries.

**Conditions of Employment:** Candidates will be required to pass all relevant security clearances (Reliability) for the position

**Personal Suitability:** Initiative, judgement, reliability and effective Interpersonal skills
Security Requirements: Candidate will be required to pass all relevant security clearances.

Language Proficiency: English essential.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are a woman, an Aboriginal person, a person with a disability or a member of a visible minority group.

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or interview, please advise the ECCC departmental official of any accommodation measures to be taken so you can be assessed in a fair and equitable manner. Information provided by the applicant on accommodation measures will be addressed confidentially.