

SHAPE THE *Future*

Government of PEI Internship Program Opportunities



The following information is an overview of some positions available in the internship. More to come!

Note: All applicants will be considered for all intern opportunities. Please specify in your cover letter if you have an interest in a particular area.

Executive Council Office

Opportunities available in the following divisions/areas: Programs and Planning

Work may include

- Project coordination, planning, and reporting
- Facilitate and support internal and external stakeholder engagement, participating in intergovernmental-relations
- Conduct research and analyze data to support policy development
- Draft briefing materials on behalf of senior staff
- Meeting documentation, support, and participation
- Other duties as required

Department of Housing, Land and Communities

Opportunities available in the following divisions/areas: Housing Service and Planning

Education background in planning is an asset

Work may include:

- Research and contribute to the development of policies, legislative amendments, program development, and procedures
- Provide support for external and internal engagement sessions, including preparing surveys, FAQs, and presentations
- Provide support for program evaluation and reporting including data collection and analysis



Department of Transportation and Infrastructure

Opportunities available in the following divisions/areas: Policy, Evaluation and Legislation

Work may include:

- Data research and analysis, supporting the development of policies and legislation
- Jurisdictional scan research, evidence collection, and synthesis of data for report writing
- Creation and organization of files, records management

Department of Environment, Energy and Climate Action

Opportunities available in the following divisions/areas: Sustainability

Work may include:

- Conducting jurisdictional scans and policy/program research
- Supporting the development and implementation of projects, policies, and funding proposals
- Coordinating events, developing engagement strategies, and working collaboratively with stakeholders

Department of Health and Wellness

Opportunities available in the following divisions/areas: Community and Pharmaceutical Services

Work may include:

- Collection and analyze data internally and externally through various methods; surveys, jurisdictional scans, data analysis, and evaluations
- Support report and program preparation
- Assist in program evaluation and analysis
- Aid in policy and process advancement



Department of Justice and Public Safety

Opportunities available in the following divisions/areas: APSO and Financial Services

Access and Privacy Services Office (APSO)

Work may include:

- Learn how to process requests for information and perform various tasks related to timely and efficient FOI processing
- Develop and implement mechanisms to track and report privacy work, routine disclosure of records, inventory, and organize learning materials so they are accessible to users
- Perform research activities like satisfaction surveys and environmental scans, analyze findings, and presenting results
- Plan special events to mark Right to Know Week (September 2025) and Data Privacy Week (January 2026)

Financial Services

Work may include:

- Support learning and development, improving accessibility and inventory
- Prepare, implement, and analyze data, using and completing jurisdictional scans
- Process FOI requests, working under a FOI Analyst
- Reviewing and strengthening legislation and regulations, creating processes, and improving procedural fairness
- Increase community engagement activities and identify community needs and priorities



Department of Economic Development, Innovation and Trade

Opportunities available in the following divisions/areas:

BioFoodTech and Corporate Division

Education background in science, laboratory, and/or technical is an asset (BioFoodTech)

Work may include:

- Assisting food manufacturers to ensure their products are compliant for shipping around the world by performing batch-release testing
- Research and/or manufacturing support of new products or scaling manufacturing for entrepreneurs and food and bioscience companies
- Support the documentation of change and compliance with regulatory bodies
- Assist with general inquiries and monitor trends to provide analysis and identify possible solutions

Department of Public Service Commission

Opportunities available in the following divisions/areas:

Classification

Work may include:

- Conduct data collection and analyze research and information through various methods including consultation, surveys, and evaluations
- Assist in project evaluation and reporting through consultation, compiling information, and presenting findings
- Assist in the development of project plans/approaches and position evaluations of jobs within the civil service



Department of Workforce Advanced Learning

Opportunities available in the following divisions/areas: IWS

Work may include:

- Assist in program evaluation and analysis
- Assist in data collection, input, drafting reports, and website updates
- Conduct and analyze research and information gather
- Develop options and recommendations on project content and deliverables
- Apply gender and diversity policy lens to the work

Department of Education and Early Years

Opportunities available in the following divisions/areas: Public Archives and Records Office (PARO)

Work may include:

- Develop a research approach
- Develop and complete research in the form of jurisdictional scans and research
- Support the digitization of archival material



Department of Fisheries, Tourism, Sport, and Culture

Opportunities available in the following divisions/areas:

Aquaculture

Work may include:

- Assist in data collection and analysis, through various methods such as surveys, jurisdictional scans, policy analysis, and literature reviews
- Support the development of department materials and documents such as survey development, briefing notes, proposals, policies, and reports
- Liaise with department contacts to collect reporting information

Department of Agriculture

Opportunities available in the following divisions/areas: Industry Development

A background in agriculture is considered an asset

Work may include:

- Project and program support through delivery and evaluation
- Livestock and agriculture support and forage management
- Event coordination, support and administration

