

# 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.

## **Department of Agriculture**

Opportunities available in the following divisions/areas:  
Agriculture Climate Adaptation & Agriculture Industry Development

Work may include:

- Develop, implement, and report on projects
- Work with clients on project implementation and program delivery
- Collect data for reporting purposes

## **Department of Education and Early Years**

Opportunities available in the following division/area:  
Interministerial Women's Secretariat

Work may include:

- Assist in the evaluation and analysis of school programs
- Assist with the collection of information and draft reports
- Conduct and analyze research and information related to areas of gender and diversity, sexual violence



## **Department of Environment, Energy and Climate Action**

Opportunities available in the following divisions/areas:  
Climate Action Secretariat & Net Zero

Work may include:

- Develop, implement, and report on projects and programs
- Data processing and analysis that may include the utilization of GIS
- Assist with coastal hazard assessments
- Assist with implementing a Customer Relationship Management System
- Assist with data management and analysis for programs

## **Department of Fisheries, Tourism, Sport and Culture**

Opportunities available in the following divisions/areas: Rural and Regional Development & Sport, Recreation and Physical Activity & Tourism PEI

Work may include:

- Assist in the analysis and reporting of Tourism data and research
- Work with data tools to make data accessible and digestible
- Manage project applications including tracking milestones and analyzing reports
- Work with colleagues and communities to identify opportunities for rural growth
- Utilize project management tools to ensure Team PEI is prepared for the upcoming games
- Coordinate initiatives associated with the upcoming Canada Games including developing communication strategies, planning of travel and athlete activities, and engaging with various partners



## **Department of Health and Wellness**

Opportunities available in the following divisions/areas: Seniors Health Policy & Community Health Policy & Emergency Health Service Policy

Work may include:

- Provide support to existing programs
- Assist with program planning and data collection
- Conduct research in various areas
- Review and revise policy directives
- Engage with stakeholders and the community including the education and promotion of services

## **Department of Housing, Land and Community**

Opportunities available in the following divisions/areas: Housing Services & Land Division

Work may include:

- Provide support for program evaluation and reporting including data collection
- Contribute to the development of new policies and procedures
- Engage with community partners on various initiatives

## **Department of Justice and Public Safety**

Opportunities available in the following division/area: Human Resources for Community and Correctional Services

Work may include:

- Assist with the collection and analysis of information related to position development
- Provide support to HR projects through research, evaluation, and analysis
- Assist with HR duties including reference checks, recruitment, and training



## **Public Service Commission**

Opportunities available in the following divisions/areas:  
Human Resource Planning & Organizational Development

Work may include:

- Assist in the collection of data for reporting in the area of Equity, Diversity and Inclusion
- Assist in the development and delivery of programs that support talent development and retention of employees
- Conduct research and engage with partners to identify opportunities for growth or improvement in program delivery

## **Department of Social Development and Seniors**

Opportunities available in the following division/area:  
Strategy, Policy and Seniors

Work may include:

- Draft legislative and policy updates
- Perform research and informational scans
- Develop operational procedures and creating program submission methods

## **Department of Workforce, Advanced Learning and Population**

Opportunities available in the following division/area:  
Population and Settlement

Work may include:

- Assist with the coordination of funding programs including developing funding agreements, tracking milestones, and collecting and analyzing program reports
- Perform research in areas of funding initiatives
- Work with colleagues and partners to identify opportunities for growth or improvement in programs

