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Trent-Severn Waterway - Administration, Environmental & Visitor Experience - Student Recruitment

Reference number: CAP19J-014492-000013

Selection process number: 19-CAP-OWW-TSW-S-RM-OC-011

Parks Canada - Ontario Waterways
Peterborough (Ontario)

SU-01 - Office Administration, SU-02 - Resource Management, SU-03 -
Communications and Social Media, SU-04 - Visitor Experience & Special Events
Team, SU-05 - Videographer/Photographer

\$14.52 to \$23.78 per hour (Salary to be determined at the time of the hire and is
based on the current academic level of the student.)

For further information on the organization, please visit [Parks Canada](#)

[Trent-Severn Waterway](#)

Closing date: 30 June 2019 - 23:59, Pacific Time

Who can apply: To be eligible, you must be:

- a full-time secondary or post-secondary student in an accredited institution
- currently recognized as having full-time student status by the academic institution
in which you are presently enrolled
- returning to full-time studies in the next academic term
- the minimum age to work in the province where the job exists

All eligible students who have legal status to work in Canada. Please indicate in your
application the reason for which you are entitled to work in Canada: Canadian
citizenship, permanent resident status or work permit.

[**Apply online**](#)

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Assessment accommodation

Apply early. Start your job search in now. Even though our advertisement states a closing date of end of June, we pull resumes for review from mid-February through June (The best jobs go fast!).

When you apply to this selection process, you are not applying for a specific job, but to an inventory for future vacancies. As positions become available, applicants who meet the qualifications may be contacted for further assessment.

Clearly identify in your application the opportunity(ies) for which you are applying.

SU-01 - Office Administration

General administrative support within various departments, including Finance, the Office of the Director, and Human Resources. Duties will include - among other thing - filing, records management, data entry, revenue reconciliation, interview scheduling and client service.

SU-02 - Resource Management Student

The Resource Management Students will support our maintenance and engineering teams by consolidating and summarising data for project sites and making figures, developing program guidance documents, information management, improving training materials, conducting site visits, collecting information and providing administrative support.

SU-03 - Communications and Social Media

Research & preparation of stories for media, magazines, and websites in collaboration with subject matter experts. Create information and special event posters, news letters, incorporating Parks Canada design standards. Create Facebook, Twitter posts, design S/M campaigns, website editing and monitoring.

SU-04 - Visitor Experience & Special Events Team

These students will deliver interpretive presentations, programs and activities to provide visitors of our historic sites with opportunities to discover, appreciate, learn about them and their natural and cultural resources and their significance to Canada.

SU-05 - Videographer/Photographer

These students will use their skills in video and photography to document our celebrations and our many infrastructure projects.

Work environment

Ontario's historic canals are defining features of Canada and provide communities and visitors with beauty, recreation, and a unique sense of history. Parks Canada plays a leadership role in the protection of these special places.

The Trent-Severn Waterway is a National Historic Site, 386 km in length, which links Lake Ontario at Trenton with Lake Huron at Port Severn on Georgian Bay and attracts about 1.4 million visitors each year offering heritage tourism and recreation.

Positions to be filled: 6

Information you must provide

Your résumé.

A covering letter in 1,000 words (maximum)

Contact information for 3 references.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

- Students who are currently enrolled in full-time studies at an accredited institution and returning to full-time studies in the next academic term.

Degree equivalency

If you possess any of the following, your application must also clearly explain how you meet it (other qualifications)

SU-01 - Office Administration

- Knowledge of general office administration practices and procedures.
- Ability to read, interpret, analyze information and complete reports using Microsoft Excel;
- Ability to accurately prepare and process administrative documents using Microsoft Word;

SU-02 - Resource Management

- University or community college degree in relevant field (ecology, biology, environmental studies, geography, botany)
- Knowledge of aquatic ecosystem ecology
- Experience conducting field studies (e.g. ecology, biology, environmental studies, geography or botany)

SU-03 - Communications and Social Media

- Fluency with Hootsuite, Twitter, and Facebook.
- Ability to assist in web development, including web writing and editing
- Ability to assist in photo cataloging, selection and preparation for web.
- Preference may be given to candidates who can write and speak in both official languages.

SU-04 - Visitor Experience & Special Events Team

- Experience in heritage interpretation, theatre/performing arts, or story-telling
- Experience working in a customer service setting
- Experience or training in special events logistics.

SU-05 - Videographer/Photographer

- Experience, education or training in videography and photography.
- Experience utilizing photo and video editing software.
- Preference may be given to candidates who can write and speak in both official languages.

The following will be applied / assessed at a later date (essential for the job)

Various language requirements

- English essential ; or
- Bilingual imperative - oral interaction and / or written

Information on language requirements

- Knowledge of the Parks Canada Agency and the historic canals/waterways, and the services they provide to the public;
- Shares our vision;
- Makes things happen;
- Personally connects with people;
- Communicates effectively;
- Takes responsibility.

Conditions of employment

Reliability Status security clearance

- Must possess a valid Province of Ontario Class G2 driver's licence or equivalent (original proof must be provided).
- Willing and able to work: irregular hours, overtime, weekends and/or on statutory holidays, when required.

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

Information on employment equity

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Please select only the SU (stream/location) for which position(s) you are submitting an application and for which you would be willing to report to work.

Persons are entitled to participate in the appointment process in the official language of their choice.

A random and/or top down selection of candidates may be used in the determination of those to be given further consideration in the assessment process.

Applicants must clearly demonstrate in their cover letter how they meet the Education and Experience criteria listed in the Statement of Qualifications (see below). Applicants must list both of these factors in their cover letter, and then write one or two paragraphs for each demonstrating how they meet these factors by providing concrete examples. Please note that it is not sufficient to only state that these factors are met or to provide a listing of current or past responsibilities. Resumes will be used as a secondary source to validate the experience described in the cover letter.

Parks Canada is committed to the principles of diversity and employment equity under the Employment Equity Act, and strives to ensure that our workforce reflects the diverse nature of Canadian society. We encourage women, Aboriginal peoples, persons with disabilities and members of a visible minority group to self-identify in their application.

Please submit your completed application, including all of the above-mentioned documentation. Failure to do so may result in your application being rejected.

The Parks Canada Agency is established as a separate employer in the Federal Public

Service under the Financial Administration Act. Persons appointed to the Agency continue to be part of the Public Service. The Parks Canada Agency operates under its own human resources framework outside of the Public Service Employment Act and in line with values of fairness, competence and respect, and its operating principles.

In accordance with paragraph 8(2)(a) of the Privacy Act, information or material, whether provided directly by the candidate or otherwise obtained by the selection board, used during the selection process for the purpose of assessing a candidate may be used as part of the selection review and recourse processes. Such relevant information may be provided to third parties, such as other candidates or their representatives, who have a legitimate reason to be aware of that information.

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

Human Resources

pc.rhvnts-tswhr.pc@canada.ca

[Apply online](#)

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2019-02-09