



<https://www.internshipcanada.online/job/acoa-internships/>

ACOA Internships 2023 / 2024 New Hiring

Description

The Atlantic Canada Opportunities Agency (ACOA) is seeking a highly motivated and organized individual to fill the position of ACOA Internship Program Coordinator. This role is crucial to our commitment to fostering talent and providing valuable opportunities for emerging professionals in the Atlantic Canada region. As the ACOA Internship Program Coordinator, you will play a pivotal role in shaping the future of our workforce while contributing to the development of Atlantic Canada's economic growth.

Responsibilities

- **Internship Program Development:** Develop, manage, and implement the ACOA Internship Program, ensuring it aligns with ACOA's mission and objectives. This includes designing program guidelines, eligibility criteria, and participant selection processes.
- **Recruitment and Selection:** Oversee the recruitment and selection of internship candidates. Collaborate with relevant departments and stakeholders to identify internship positions and establish selection criteria.
- **Orientation and Training:** Plan and conduct orientation sessions for interns, providing an overview of ACOA's operations, culture, and expectations. Develop and deliver training opportunities and resources to enhance intern skill sets.
- **Mentorship and Support:** Establish and maintain a mentorship program for interns, connecting them with experienced professionals within the organization. Provide ongoing support and guidance to interns throughout their internship period.
- **Program Evaluation:** Continuously assess the effectiveness of the ACOA Internship Program, gather feedback from interns and supervisors, and make necessary improvements to ensure its success.
- **Networking and Promotion:** Act as a liaison between ACOA and educational institutions, industry associations, and other stakeholders to promote the program, attract potential interns, and build partnerships that benefit both parties.
- **Compliance and Reporting:** Ensure the ACOA Internship Program complies with all relevant laws and regulations. Prepare and submit periodic reports to ACOA management and government agencies as required.
- **Budget Management:** Manage the budget allocated for the internship program, ensuring efficient and responsible use of resources.

Qualifications

- Bachelor's degree in a relevant field (e.g., business administration, human resources, public administration) or equivalent work experience.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Knowledge of government hiring practices and regulations is an asset.
- Experience in program development and management is preferred.
- Ability to work collaboratively with diverse stakeholders.

Hiring organization

Atlantic Canada Opportunities Agency

Employment Type

Intern

Duration of employment

3 Months

Industry

Government

Job Location

Vancouver, British Columbia, Canada, V6B, Vancouver, British Columbia, Canada

Working Hours

09

Date posted

November 8, 2024

Valid through

30.10.2024

- Commitment to fostering talent and supporting career development in Atlantic Canada.

Contacts

- 1. Prepare Your Application Materials:**
 - Resume: Update your resume to include your relevant qualifications, education, work experience, and any other information that showcases your suitability for the role.
 - Cover Letter: Write a cover letter that highlights your motivation for applying, your skills and experience related to the job, and your enthusiasm for contributing to ACOA's mission.
- 2. Review the Application Deadline:** Ensure you submit your application before the specified application deadline mentioned in the job description.
- 3. Address Your Application:**
 - Address your application materials to the designated contact person or email address provided in the job description. If there is a specific email address mentioned, use it to send your application.
- 4. Email Subject Line:** When sending your application via email, use a clear and concise subject line such as "ACOA Internship Program Coordinator Application."
- 5. Attach Your Documents:** Attach your resume and cover letter as separate documents in a format that is compatible with the recipient's requirements (e.g., PDF or Word document).
- 6. Complete the Application Email:**
 - In the body of the email, briefly introduce yourself and express your interest in the ACOA Internship Program Coordinator position.
 - Mention any specific details requested in the job description, such as salary expectations or references. If the job description doesn't specify these details, you can omit them from your initial email.
- 7. Proofread:** Review your email and attached documents for any errors or typos before sending your application.
- 8. Send Your Application:** Once you are satisfied with your application, click "send" to submit it to the designated email address.
- 9. Confirm Receipt:** After sending your application, you may want to follow up with the recipient to confirm that they have received your application. This can be done a few days after the application deadline has passed.
- 10. Wait for a Response:** Give the hiring team time to review applications and shortlist candidates. If you are selected for an interview, they will contact you.