



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

## Edwards Internships 2024 New Application

### Description

As an Internship Program Coordinator at Edwards Canada, you will play a pivotal role in orchestrating and managing our comprehensive internship program. You'll be responsible for overseeing the entire lifecycle of internships, ensuring a rewarding experience for both interns and the organization.

### Responsibilities

- **Program Development:** Collaborate with various departments to design, develop, and refine internship programs aligned with our company's goals and values.
- **Recruitment and Selection:** Coordinate the recruitment process, including advertising internship openings, screening candidates, and conducting interviews to identify top-tier talent.
- **Intern Onboarding:** Facilitate the onboarding process for incoming interns, including orientation, training, and introducing them to their respective teams and projects.
- **Intern Support:** Serve as a primary point of contact for interns, offering guidance, support, and mentorship throughout their internship tenure.
- **Performance Evaluation:** Implement assessment mechanisms to track intern performance, providing constructive feedback and evaluations to help them grow professionally.
- **Program Enhancement:** Continuously evaluate and improve the internship program based on feedback, industry trends, and best practices.
- **Networking and Events:** Organize networking events, workshops, and seminars to foster a collaborative and engaging environment for interns.

### Qualifications

- Previous experience in program coordination, HR, or related fields.
- Strong organizational and communication skills.
- Ability to multitask, prioritize, and work effectively in a fast-paced environment.
- Demonstrated passion for mentorship, talent development, and fostering a positive learning environment.

### Job Benefits

- Opportunity to work in a dynamic, innovative, and inclusive work culture.
- Hands-on experience in program coordination and talent development.
- Networking opportunities with industry professionals.
- Mentorship and professional growth prospects within the organization.

### Contacts

1. **Prepare Your Application Materials:**
  - Update your resume/CV to highlight relevant experience in program coordination, HR, or related fields.

### Hiring organization

Edwards Canada

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Higher Education

### Job Location

Saskatoon, Saskatchewan,  
Canada, S7, Saskatoon,  
Saskatchewan, Canada

### Working Hours

09

### Date posted

November 8, 2024

### Valid through

16.12.2024

- Draft a cover letter expressing your interest in the role, outlining your qualifications, and explaining how your skills align with Edwards Canada's mission and the internship program's objectives.
2. **Visit Edwards Canada's Career Page:**
    - Go to the Edwards Canada website and navigate to the "Careers" or "Join Our Team" section.
  3. **Search for the Position:**
    - Look for the specific job posting for the "Internship Program Coordinator" position.
  4. **Submit Your Application:**
    - Click on the job posting and follow the instructions to apply.
    - Upload your updated resume/CV and the cover letter through the provided application portal.
    - Fill out any required information or answer specific application questions.
  5. **Double-Check Your Application:**
    - Review your application materials to ensure accuracy and completeness before submission.
    - Confirm that all required documents and information have been provided.
  6. **Submit and Await Response:**
    - Once your application is submitted, you should receive a confirmation email or message acknowledging receipt.
    - Edwards Canada's hiring team will review applications and contact selected candidates for further steps, such as interviews or assessments.
  7. **Follow-Up (Optional):**
    - If you haven't received any communication after a reasonable period, consider sending a polite follow-up email to inquire about the status of your application.