



## **STEP 2023**

### **Private Sector Positions**

#### **STEP-23001-P FINANCE ADMINISTRATIVE ASSISTANT**

##### **ALKAN AIR LTD.**

As part of the Alkan Air team, you will be responsible for providing support to the operation through a wide variety of clerical financial duties. Duties include: providing support to the Accounting Department including handling Accounts Payable (invoice preparation, filing, data entry, etc.) inventory counting, posting journal entries, and assisting the Accounts Receivable Clerk. Other general administrative duties including photocopying, filing and assisting the administrative staff with projects.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of first year or higher in Finance, Accounting, Business Administration or related field of study

#### **STEP-23002-P GEOTECHNICIAN (2 POSITIONS)**

##### **ARCHER, CATHRO & ASSOCIATES LTD.**

Archer, Cathro & Associates is hiring for individuals seeking to gain hands-on experience in mineral exploration, expand their knowledge in geology, and work in a unique, remote work environment. As a Geotechnician, your responsibilities include but are not limited to geoteching drill core; measuring different rock properties (meter marking, core recovery, magnetic susceptibility, joint sets, weathering); taking and organizing photos of core; labelling core boxes; and participating in geological mapping and soil sampling surveys. Geotechs are expected to maintain consistent communication with their on-site supervisors; always ensure good housekeeping in the work area; maintain a high performing, team oriented and productive work environment; and promote the importance of Safety, Health and Environment in the workplace. As a Geotech, you will report to Project Supervisor and Head Geologist. This opportunity has geotechs working on a rotational schedule and often involves travelling to and from a remote camp setting. Individuals interested in learning and working directly among senior geologists, participating in a variety of field related work, and having the ability to network with industry professionals and fellow students will find this role exciting and rewarding. Projects typically take place all throughout Yukon, often in a remote setting. Accommodation and meals are provided.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of first year or higher in Geology, Earth Sciences, Mining or related field of study.

Conditions of Employment: Travel, shiftwork/weekends. Applicant should be aware that the position start and end dates are flexible but can be affected by project timelines. These timelines are subject to weather, conditions, or project permitting delays.

### STEP-23003-P ENGINEERING ASSISTANT

#### ASSOCIATED ENGINEERING (BC) LTD.

Associated Engineering is an employee owned, Canadian company providing consulting engineering services in the water, environmental, infrastructure, and transportation sectors. An award-winning company, we have provided clients with quality, value added solutions for over 75 years. For more information on the company, see our website at [www.ae.ca](http://www.ae.ca). We are currently seeking an Engineering Assistant for summer employment in our Whitehorse office. The successful candidate would be involved in a variety of work including design, report writing, cost estimating, tender preparation, and construction inspection. Projects may include planning, design and construction of municipal and transportation infrastructure, buildings and structures, water/waste water treatment facilities, mining and other resources related activities.

This position is preferred to:

- persons of Yukon First Nations ancestry

Field of Study: Completion of second year or higher in Engineering.

Conditions of Employment: Driver's license, travel, shiftwork/weekends/on-call, security check. Steel toe boots and suitable outdoor clothing are required.

### STEP-23004-P ENVIRONMENTAL SUMMER STUDENT

#### AUSENCO SUSTAINABILITY INC

The Ausenco Sustainability Summer practicum will provide the opportunity for the successful student to participate in diversity of roles including: ecological and socioeconomic studies, consultation support, project logistics, environmental monitoring, site investigations and remediation programs across a wide variety of project types. There are also opportunities to assist with data interpretation, report writing and other office work. We are looking for an enthusiastic, motivated individual with excellent communication and interpersonal skills interested in working as part of a professional environmental consulting team. If you get uncomfortable when bored, you may be a good fit for this position! The primary focus of the student position is to gain experience through assisting our existing technical staff and project managers with the delivery of a broad variety of tasks and project coordination. Ausenco Sustainability employees will coordinate all the aspects of practicum opportunity including new hire orientation, health and safety training, coordination and supervision on all tasks. The successful student should expect to work in both the office and at a variety of work sites within the Yukon.

This position is preferred to:

- persons of Yukon First Nations ancestry

Field of Study: Completion of second year or higher in Engineering, Sciences, Social Sciences or related field of study.

Conditions of Employment: Driver's license, travel. May need to work in adverse weather conditions. Will need to follow Ausenco and Client Health & Safety guidelines.

### STEP-23005-P SUMMER LAW STUDENT

#### AUSTRING, FAIRMAN & FEKETE

The successful candidate will perform various functions related to the general practice of law; including general research and preparation of memorandums; assisting lawyers with Court applications; assisting with file organization and reviewing documents; preparation of legal documents and other general duties relating to the practice of law.

Field of Study: Completion of second year or higher in Law

Conditions of Employment: Security check, dress code - professional office attire.

## STEP-23006-P JUNIOR SURVEYOR/SURVEY ASSISTANT

### BAXENDALE PROJECT SERVICES

BPS is a small business based out of Whitehorse and focus is on Civil Projects and UAV surveys throughout the Yukon. We are currently looking for a passionate individual who would like to establish a career in the construction industry. The junior surveyor position involves the performance of various survey activities while working either with an on-site crew, or with our mobile survey team. The position also involves working outside in all weather conditions. The daily duties of the position involve the following: read a blueprint, understanding lines and grades; aiding with various survey equipment (GPS, Robotic Total Station); responsible for grades and elevations on site, using GNSS RTK and drone mapping techniques; daily inspection of tools and equipment; daily involvement and safety conscious activities such as tailgate meetings; other various construction related activities/travel. All applicants applying for the position should have the following qualifications: interest in civil construction projects and drone mapping; good written, and communication skills; willingness to learn. BPS is happy to train the right candidate! BPS is focussed on providing a fun, low stress, and energetic approach to projects.

This position is preferenced to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of first year or higher in Geomatics, Civil Engineering, GIS or related field of study.

Conditions of Employment: Driver's license, shift work/weekends, medical clearance. Ability to walk on uneven ground, enjoys hiking/outdoors.

## STEP-23007-P ENVIRONMENTAL FIELD TECHNICIAN

### CASINO MINING CORPORATION

This role is responsible to support environmental data collection within various programs at the Casino project site. The site is located remotely in beautiful central Yukon and is a fly in fly out camp. Therefore, the student will be working remotely for 2 to 3 weeks on and 1 to 2 weeks off at our mining exploration camp. Rotations may be flexible and dependent on environmental field program schedules. The student will have the opportunity to work with a diverse workforce on site, including but not limited to, environmental and engineering consultants, geologist, laborers, and camp staff (such as cooks, managers, mechanics, and carpenters). Responsibilities will include environmental field, sampling, data entry, equipment maintenance, sample packaging and shipping and general labor. The student will be directed day-to-day by the environmental coordinator and supported in the field by field program leads, environmental coordinator and camp manager. In this position, you may learn field base skills and procedures for environmental data collection for groundwater, surface, water, hydrology, fish, habitat, aquatic resource, monitoring, vegetation, air and noise, quality, wildlife, monitoring, meteorology, permafrost and terrain mapping, and geotechnical assessments. During times with less environmental fieldwork, the student may be asked to assist with day-to-day camp tasks. We are looking for an energetic, resourceful, and positive individual with excellent communication organizational skills that is interested in working collaboratively with a diverse workforce at a remote camp.

This position is preferenced to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of first year or higher in Environmental Science, Environmental Engineering, Earth Sciences or related field of study.

Conditions of Employment: Driver's license, travel, shift work/weekends, must be physically fit, may use ATV/UTVs to get to sampling locations. Basic training may be requested while on site. Required to work in and around helicopters. Safety training provided on site. Must be prepared to work at all weather conditions.

**STEP-23008-P STUDENT BIOLOGICAL TECHNICIAN (2 POSITIONS)**

**EDI ENVIRONMENTAL DYNAMICS INC.**

The Student Biological Technician will participate in a number of natural resource projects. The technician will work with a team and be responsible for completing field data collection and data entry. It is expected that for two months of the summer the technician will work shifts at various Chinook salmon sonar counting stations/camps where fish are counted on computers and some fish sampling is completed. Assistance with fish, wildlife and vegetation inventories, water quality sampling and hydrology projects will be required. The Biological Technician will be given various roles in a number of natural resource projects and will assist in the planning, logistics, problem-solving and executing natural resource projects. The Student Biological Technician must be adaptable, willing to travel for periods upwards of two weeks, work long hours while conducting field work, and be prepared to assist with a number of projects. The candidate must have the ability to work in a fast-paced, dynamic environment and have strong organizational and interpersonal skills.

This position is preferred to:

- persons of Yukon First Nations ancestry

Field of Study: Completion of second year or higher in Fisheries, Biology or Environmental Science or related field of study.

Conditions of Employment: Driver's license, travel, shiftwork/weekends, first aid/CPR. Clean driver's abstract is required. Boat operation experience and a Pleasure Craft Operator Card is an asset. Personal equipment required: rubber boots, rain gear, chest waders.

**STEP-23009-P ENVIRONMENTAL TECHNICIAN**

**ENSERO SOLUTIONS**

Reporting to the Environmental Field Manager, this role is responsible to support environmental data collection at various projects around the Yukon. Project sites are in some of the most remote and beautiful wilderness areas of the territory. Duties include environmental data collection for mine and mine reclamation projects. Access to sites will be by truck, helicopter and will require some hiking. Responsibilities will include environmental field sampling, data entry, data management, equipment maintenance and related office tasks. The student will be directed day-to-day by the senior manager and supported in the field by the field lead and project manager, though this work may require independent work at times. The ability to organize, act cooperatively, be a good team member and be accountable is highly valued in this position. Specific responsibilities may include: remote field sampling and environmental data collection for surface water, ground water, air quality, meteorology and natural sciences; working with a fun and dynamic group of scientists and engineers to learn about the environmental assessment process in the Yukon and scientific data collection methods; researching and compiling environmental data from public registries, government offices, and/or library or Internet services; environmental sampling and preparation of shipments to labs; manipulation of digital environmental data and analysis report; analyzes and interprets environmental data; preparing and formatting reports; related office tasks; special projects as required; and all other related duties as required.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of third year or higher in Environmental Sciences, Engineering, Resource Management or related field of study.

Conditions of Employment: Based in Whitehorse. When travel to community/project sites required, accommodation will be provided. Drug and alcohol test will be required as it is a requirement for many of our clients and this is a safety sensitive position.

## **STEP-23010-P ADVENTURE CAMP COORDINATOR**

### **EQUINOX ADVENTURE CONSULTING**

Equinox Adventure Camp runs Monday to Friday for children and youth aged 5-13. Activities include canoeing, kayaking, rock climbing, zipline, outdoor skills, raft building, river trips and overnight camping experiences. The Adventure Camp Coordinator works weekdays from 8:30-4:30 and is responsible for the day-to-day operations of our camp. This includes registering campers, communicating with parents, training, supporting 6 Day Camp Leaders, teaching activities, working directly with the campers, and ensuring a high level of safety and professionalism is maintained in all aspects of camp. The Adventure Camp Coordinator must have experience leading children's programs, be organized and have good communication skills. They must have, or be willing to get, a first aid certificate. Other desirable certifications include Bronze Cross and driver's license. A suitable Adventure Camp Coordinator will have the skills to handle a variety of tasks and responsibilities and be able to work both independently and part of the team. They should be someone who enjoys working with youth and children and someone who loves being in the outdoors. The Adventure Camp Coordinator will show that they are a responsible individual and very good organizational abilities and creative programming skills. Finally, a suitable Adventure Camp Coordinator will be someone who gets satisfaction from working with others towards common goals.

'Adventure is good for you'

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry
- persons with disabilities

Field of Study: Completion of first year or higher in Recreation, Tourism, Education or related field of study.

Conditions of Employment: Driver's license, security check, first aid/CPR.

## **STEP-23011-P MARKETING & SOCIAL MEDIA MANAGER**

### **GRAY MANAGEMENT SERVICES**

The incumbent will work directly with a supervisor, as well as independently, to create compelling, written, and visual content, and then schedule, publish and manage a social media calendar, while building and moderating multiple social media communities. Research and monitor trends and competitor performance. Monitoring, analyzing, and reporting on key performance indicators will be required, with a focus on identifying audience and other opportunities. Our virus is fast-paced and dynamic, with shifting priorities, best suited to a detail oriented person with a positive attitude, strong skills, and multitasking and very organized.

Field of Study: Completion of first year or higher in Business Administration, Marketing or related field of study.

## **STEP-23012-P STRUCTURAL ENGINEERING SUMMER STUDENT**

### **ISL ENGINEERING & LAND SERVICES**

ISL Engineering and Land Services Ltd., is an award-winning consulting firm dedicated to working with all levels of government and the private sector. Our Buildings discipline specializes in sustainable buildings, heritage site, mass timber, and recreation structures. We are proud to be among Canada's 30 most environmentally conscious employers as well as being among the top 10 Best Small and Medium Employers in Canada. ISL welcomes diversity, is an equal opportunity employer, and encourages applications from all qualified individuals. As a Structural Engineering Summer Student you will work to deliver a variety of projects in Yukon. Your duties will include: assist with preparing structural engineering designs for a wide variety of projects including commercial, recreational, municipal, industrial, and residential buildings, in various structural materials (mass timber, light frame wood, concrete and steel); supporting construction

administration and perform field reviews; preparing reports and assessments including related graphics; increasing levels of technical responsibility based on your comfort level and experience. Qualifications: keen willingness to learn; enthusiastic about contributing positively to the team; strong writing skills; preference for civil engineering students with a focus on structural engineering; prior experience in buildings field is an asset (consulting or construction); knowledge of structural analysis software or design. Wages higher than the step scale may be paid based on applicants past experience and knowledge.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of first year or higher in Engineering.

Conditions of Employment: Travel, driver's license preferred, but not required.

### **STEP-23013-P OFFICE & BOOKKEEPING ASSISTANT**

#### **M. MCKAY AND ASSOCIATES LTD**

Your role will be a combination of bookkeeping, administrative work and assistance to accountants. You will be involved in processing accounts receivable, accounts payable and payroll; reconciling accounts, and other month end duties; performing audit testing on source documents; answering phones, greeting, clients, file, intake, financial statement, proofing and printing and other front office duties. You will work on several types of engagements, including audits, reviews, compilation engagements, and tax filings. You will possess a working knowledge of Microsoft Excel, basic accounting skills, excellent communication skills, both written and oral and a pleasant and professional working relationship with coworkers and the general public. Previous front desk or office experience would be an asset. You may be required to work overtime, and there may be an opportunity to travel to some of the communities to perform audit work at our clients' offices. You will receive a broad range of experience in this position, including bookkeeping and auditing experience.

Field of Study: Completion of first year or higher in Business Administration or Accounting.

Conditions of Employment: Travel, shift work/weekends.

### **STEP-23014-P SEASONAL FISHERIES TECHNICIAN**

#### **METLA ENVIRONMENTAL INC.**

The student will assist on-site project biologist with all aspects of fieldwork related to salmon stock assessment and data collection. Work is conducted in remote camps on the Yukon and Taku rivers. Projects include traditional weirs, mark/re-capture and multiple beam sonar. May involve fish culture work including broodstock collection and fry rearing and feeding. May also include limnological sampling. Period of employment: May 11 through September 1. Employment could extend past September 1 for recent graduates. Qualifications: need familiarity with general computer hardware/software systems, using Excel spreadsheets; need to recognize the importance of accurate data collection entry.

Field of Study: Completion of first year or higher in Environmental & Conservation Science or Renewable Resource Management.

Conditions of Employment: Driver's license, shift work/weekends, first aid/CPR, boat experience is an asset as is working in remote areas, need to be physically fit to perform the duties of the position, requires Boat Operators Certificate. Need to be mature and comfortable working in an isolated environment with one other individual for extended periods of time and on weekends.

## **STEP-23015-P ENVIRONMENTAL ENGINEERING STUDENT**

### **MORRISON HERSHFIELD LIMITED**

The Morrison Hershfield office in Whitehorse is committed to providing high-quality engineering and environmental support for our clients throughout northern BC and Yukon. We are highly engaged in investing in Yukon, and we are very committed to staying in Whitehorse. Morrison Hershfield's goal is to ensure the development of safe, reliable and sustainable infrastructure to serve private, government, industrial and institutional organization. From concept development through to operations and management, we provide a full range of infrastructure development services. Our main area of practice in our Whitehorse office includes River Engineering, Renewable Energy, Stormwater, Groundwater, Potable Water, and Wastewater. Responsibilities: member of a field crew that conducts hydrology and water quality site investigations, including stream gauging, elevation surveying and water quality sampling; prepare straightforward plans, designs, calculations, analysis in accordance with establish codes, standards, drawing, and other specifications; prepare/assist in preparing engineering documents, schedules or reports; carry out field and construction site visits for data collection, engineering assessment, condition assessment and site inspection; perform other duties associated with working in a professional engineering environment. Qualifications: excellent verbal and written communication skills, report writing, and a commitment to teamwork; excellent attention to detail, specifically with accuracy in calculations and completeness of data; ability to handle multiple tasks, in a fast pace, deadline oriented environment; self-motivated; driver's license and access to a vehicle preferred; experience, working directly with design teams and field investigation programs is an asset.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Canadian Indigenous ancestry
- persons with disabilities

Field of Study: Completion of third or higher in Engineering, Geoscience, Hydrogeology or related field of study.

Conditions of Employment: Driver's license, travel.

## **STEP-23016-P AGRI-INNOVATION INTERN**

### **NORTH STAR AGRICULTURE**

Agri-innovation Intern is instrumental in performing vital research utilized to improve farming, food production, disease control. Many agricultural researchers work for universities; however, some also work on behalf of government organizations like the department of agriculture. To be effective, agricultural research associates conduct research in the field and in laboratories, and present their findings to our agronomist. Aside from their primary research, experimentation and reporting duties, agricultural research, staff assume other functions, such as monitoring progress in continuous research projects, maintaining laboratory equipment, if necessary field experimentation and research methods is also an important function for agricultural staff.

Field of Study: Completion of first year or higher in Crop Science, Plant Agriculture, Food Resource or related field of study.

Conditions of Employment: Driver's license.

## **STEP-23017-P ANALYST - BUSINESS SYSTEMS**

### **NORTHWESTEL INC.**

This role is accountable for application development and technical support of Northwestel's enterprise applications. The role is responsible for various functions in the System Development Life Cycle from the analysis of business user requirements through solution design, build, implementation and technical support. The student could expect to contribute to current development initiatives using SecureDevOps methodology, and/or investigate and resolve security related vulnerabilities, and/or complete configuration within Office 365, for example. He/she could also be assigned to a project team working on a large enterprise application initiative with tasks

ranging through the development life cycle. Working in a team environment, the Analyst is expected to collaborate orally and in writing with stakeholders, be creative, adhere to safety, technical and security standards; and, be motivated to produce high-quality results.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Canadian Indigenous ancestry
- persons with disabilities

Field of Study: Completion of first year or higher in Computer Science, Software Engineering or Management Information Systems or related field of study.

Conditions of Employment: Shift work/weekends. Northwestel may ask the successful student to provide proof of vaccination against COVID-19 as per the Company Vaccination Policy. Submission is voluntary unless the Canadian Government changes COVID-19 guidelines.

### **STEP-23018-P COMMUNITY TV ASSISTANT NORTHWESTEL INC.**

The Community TV Production Assistant role is designed to hone in on what you're interested in doing in the world of Film and Television, giving you the opportunity to build a project around that goal and following it through to the screen. Whether it's shooting, editing, sound recording, production planning, writing or a niche you want to step into; no two days will be the same. As the only CRTC-licensed broadcaster North of 60, you get a look into the entire process of getting a film made in the north. You'll also be surrounded by professionals all working in the exciting industry grading valuable networks and gaining invaluable experience at all levels of filmmaking.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Canadian Indigenous ancestry
- persons with disabilities

Field of Study: Completion a first year or higher in Media Arts, Film and Television or Broadcasting or related field of study.

Conditions of Employment: Northwestel may ask the successful student to provide proof of vaccination against COVID-19 as per the Company Vaccination Policy. Submission is voluntary unless the Canadian Government changes COVID-19 guidelines.

### **STEP-23019-P FINANCIAL ANALYST - STUDENT NORTHWESTEL INC.**

This position will be supporting the budgeting, forecasting and monthly financial reporting requirements of the organization, as well as providing general financial reporting and analysis as the need arises. This position also provides an opportunity to demonstrate and build your creative and innovative skills when solving problems. New ideas are welcome and encouraged.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Canadian Indigenous ancestry
- persons with disabilities

Field of Study: Completion of second year or higher in Business, Finance, Accounting or related field of study.

Conditions of Employment: Northwestel may ask the successful student to provide proof of vaccination against COVID-19 as per the Company Vaccination Policy. Submission is voluntary unless the Canadian Government changes COVID-19 guidelines.



## **STEP-23020-P HUMAN RESOURCES GENERALIST**

### **NORTHWESTEL INC.**

The Human Resource (HR) Generalist will work with stakeholders to review and revise HR policies and position descriptions. The Generalist will work with HR team members to review current policies, develop a standardized policy format and make any necessary revisions. The Generalist, along with HR team members will also develop and implement a process to review and update job descriptions. The Generalist will take a leading role in structuring and carrying out this work under the supervision of a senior HR manager. To carry out the work successfully, the Generalist will require effective communication skills, experience in Microsoft Office applications, be detail oriented and a critical thinker.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Canadian Indigenous ancestry
- persons with disabilities

Field of Study: Completion of third year or higher in Human Resources, Business, Communications or related field of study.

Conditions of Employment: Northwestel may ask the successful student to provide proof of vaccination against COVID-19 as per the Company Vaccination Policy. Submission is voluntary unless the Canadian Government changes COVID-19 guidelines.

## **STEP-23021-P MARKETING AND COMMUNICATIONS COORDINATOR**

### **NORTHWESTEL INC.**

Northwestel exist to ignite the power of community in the north. We connect people and erase the distance between northerners. We are looking for a Marketing and Communications coordinator who can support a variety of exciting campaigns by: creating and posting social media content that engages northerners; contributing to email marketing and digital advertising campaigns; creating content for the website and other owned channels; engaging Northwestel employees; working with marketing segments to reach specific customers with specific messages; contributing to public relations activities, recruitment campaigns, community investment initiatives as well as product marketing campaigns; having fun in a creative team. The successful applicant will have the opportunity to collaborate with graphic designers, writers and digital expert in a highly creative environment. They will gain experience in public relations, marketing and advertising activities, and brand management for one of the North's major private sector companies. We look to foster each applicant's specific skillset, whether it's marketing analytics and spreadsheets, writing, web design or any other aspect of communications. We are looking for someone with education, experience or interest in one of the following fields: marketing, business administration or commerce; public relations or communication; copywriting, graphic design, video production or web design.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Canadian Indigenous ancestry
- persons with disabilities

Field of Study: Completion of first year or higher in Communications, Marketing, Business Administration or related field of study.

Conditions of Employment: Northwestel may ask the successful student to provide proof of vaccination against COVID-19 as per the Company Vaccination Policy. Submission is voluntary unless the Canadian Government changes COVID-19 guidelines.

## **STEP-23022-P SOFTWARE & DATA ANALYTICS DEVELOPMENT STUDENT**

### **NORTHWESTEL INC.**

The student will play a significant role in the development of software used by the Business Marketing division, and will be involved in multiple projects over the term. The focus of the position

will be on the development of an internal analytics platform. The student will be expected to contribute to the expansion of platform functionality and interface. The student will work with internal stakeholders to gather and document requirements and develop software using the Python programming language and select libraries (e.g. jupyter notebook, Pandas). The student will update platform documentation and provide training to internal stakeholders on platform enhancements. The student will be provided with Python training if required.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry
- persons with disabilities

Field of Study: Completion of second year or higher in Computer Science, Engineering, Mathematics or related field of study.

Conditions of Employment: Northwestel may ask the successful student to provide proof of vaccination against COVID-19 as per the Company Vaccination Policy. Submission is voluntary unless the Canadian Government changes COVID-19 guidelines.

### **STEP-23023-P DIGITAL DEVELOPMENT INTERN SETPLAN ENGINEERING**

This position will work with technical leads to integrate process into SharePoint workflows and lists, apply JSON programming to SharePoint list entries, using Microsoft Flow, Power BI, or Power Apps to automate processes across business workflow. There will be use of Microsoft Power Query functions to access SharePoint lists and SQL database functions in a third-party accounting software, for the preparation of reports and dashboards. The ideal candidate will be an organized self-starter, and have some programming experience. They will be detail oriented, willing and motivated to learn with strong verbal and written communication. There will be preference given for candidates with JSOM programming, experience with MS SQL databases and Microsoft Flow or Power Apps.

Field of Study: Completion of first year or higher in Computer Science, Business Logistics, Project Management or related field of study.

### **STEP-23024-P QUALITY CONTROL TECHNICIAN SKOOKUM ASPHALT**

As a Quality Control Technician, you will be responsible for maintaining a safe working environment by complying with all safety guidelines; conduct laboratory and field test in compliance with prevailing standards and procedures; perform field quality control, testing (material sampling, compaction and coring); examine the samples provided, document and advise on any discrepancies on tests or field reports; ensure that measuring equipment is calibrated; participate in activities related to improvement of the quality system; other duties as required.

This position is preferred to:

- persons of Yukon First Nations ancestry

Field of Study: Completion of first year or higher in Civil Engineering or Geology.

Conditions of Employment: Driver's license, travel, shiftwork/weekends, security check. Pre hire drug and alcohol testing.

### **STEP-23025-P PROGRAM ASSISTANT SOFTBALL YUKON**

The Program Assistant will work closely with the Program Coordinator to ensure the effective running of all softball Yukon programs. The incumbent will provide administrative assistance to support the effective management of the Whitehorse Minor Softball League, Yukon Indigenous Rookie League, Whitehorse Co-Ed Slow Pitch League and any other programs/events as needed.

Key responsibilities include: assist program coordinator with operations of all Youth initiatives (Whitehorse Minor Softball, Development Program, Indigenous Rookie League); assist Program Coordinator, and administering of Whitehorse Co-Ed Slow Pitch League; assist with day-to-day operations of Softball Yukon Pepsi Complex; various administrative task – under direction of Program Coordinator; various other duties as assigned by the Program Coordinator and Executive Director. Ideal skills include: knowledge of the sport industry with a priority given to softball; strong, written, verbal communication (phone, email and in person); strong computer skills – MS word, Excel, PowerPoint, Outlook; be flexible to work evenings and weekends to meet the needs of the programs and events; exceptional work ethic with a proven ability to prioritize effectively and work well with customers, coworkers and management; coaching or umpire experience is considered an asset; NCCP certification is considered an asset.

Field of Study: Completion of first year higher in Sport Management, Kinesiology, Recreation and Leisure Studies or related field of study.

Conditions of Employment: Travel, shift work/weekends, security check.

**STEP-23026-P      MARKETING ASSISTANT**  
**SOLVEST INC.**

Work alongside the Marketing Manager to analyze social media data, create marketing campaigns, and support sales and data driven findings. The Marketing Assistant will provide guidance and support to grow Solvest's residential, commercial and large project leads through the creation and deployment of well thought out marketing initiatives. Providing timely market intelligence, to identify trends, competitor's activities, pricing, and projects will support the Sales Team. Ad hoc business related projects will provide an insight into private industry and financial decision factors.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Canadian Indigenous ancestry
- persons with disabilities

Field of Study: Completion of first year or higher in Business, Commerce, Indigenous Relations or related field of study.

Conditions of Employment: Driver's license, travel, shift work/weekends.

**STEP-23027-P      PROJECTS ASSISTANT**  
**SPORT YUKON**

Sport Yukon is the face and voice of sport in the territory. By leading and supporting the sport community, we create an atmosphere of inclusion, access and development. Working at the Sport Yukon building in Whitehorse from Monday to Friday from 8:30 to 4:30, the Sport Yukon Projects Assistant will support staff on a variety of projects related to our mission statement. These include and are not limited to the creation of informational resources to improve inclusion and access to sport, event planning related to the Klondike Road Relay, and supporting the day-to-day work of Sport Yukon staff. This exciting position will be the right fit for someone who is motivated, creative, and has strong communication skills. The Sport Yukon Projects Assistant will need to have computer skills to effectively take on the position and will increase their organizational, public relations, and sport event management skill set. Come join our dynamic team for the summer!

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of first year or higher in Sport & Recreation Management, Physical Education, Communications or related field of study.

Conditions of Employment: Driver's license.

**STEP-23028-P ARCHITECTURE STUDENT**

**STANTEC ARCHITECTURE LTD.**

This is a great opportunity for a highly motivated, energetic person who is interested in growth on a professional and personal level. We offer all candidates the opportunity to challenge their abilities in a dynamic work environment where there is open office atmosphere and personal communication is important; students will share the dialogue amongst design team members during all phases of a design project. Position will include: general architecture office practices and student will be engaged in design decisions, sketch design solutions, and participate in team meetings; building information modelling through project design and documentation; fieldwork (evaluation of existing sites); on the job training for all work requirements including use of drafting software and other application specific design software, such as SketchUp to quickly model ideas. Also, Excel spreadsheet development will be used on occasion to prepare preliminary order of magnitude cost estimates; receive verbal and written direction from the Architect for finish project documentation so specifications can be prepared; assist in preparing proposal material, i.e. searching project profiles, and organizing proposal material for inclusion into a proposal; hands-on contribution to a variety of projects within the disciplinary teams.

Field of Study: Completion of second year or higher in Architecture, Project Management, Architectural Technologist or related field of study.

Conditions of Employment: Driver's license, travel.

**STEP-23029-P MECHANICAL/ELECTRICAL/CIVIL ENGINEERING STUDENT**

**STANTEC ARCHITECTURE LTD.**

Work with a team of professional engineers and architects on a variety of exciting building design projects. We offer: hands-on contribution in a large variety of projects; challenging project opportunities; annual summer party and/or company recreational event; competitive student wage; immersion into a dynamic multidisciplinary firm; on-the-job training for all work required, including use of drafting software and other application specific design software.

Field of Study: Completion of second year or higher in Mechanical Engineering, Electrical Engineering, Civil Engineering or related field of study.

Conditions of Employment: Travel.

**STEP-23030-P OFFICE MANAGER**

**TATSHENSHINI EXPEDITING**

Daily tasks include taking bookings for canoe and kayak courses, swift water, rescue courses, packraft courses and other programs. Tasks include taking bookings for multi day, rafting trip and equipment rentals (canoe, kayak, packraft, and rafts). Bookings are done by phone and in person at the company office. Office manager will also oversee collection of all program payments on a variety of platforms and they will be responsible for recording the payments accurately. The office manager is required to maintain accurate and up-to-date records of all client bookings. The office manager is required to respond to all email info inquiries in a timely manner. Often the office manager is the face of the business to the public. Excellent interpersonal skills are required. The office manager is responsible for coordinating and ensuring the assignment of guides to specific guided programs. Oversight of purchasing supplies is also required. The office environment can become hectic at times with the phone ringing, clients, dropping in, and guides preparing for trips. The ability to handle stress, and to prioritize tasks is important.

Field of Study: Completion of first year in higher in Business or Tourism.

Conditions of Employment: Driver's license, shiftwork/weekends.

**STEP-23031-P GEOTECHNICAL MATERIALS TECHNICIAN**

**TETRA TECH CANADA INC**

The Geotechnical and Materials Testing Technician will be part of a team responsible for sample collection and quality control testing of soil, water, concrete and asphalt on various projects in the Yukon, primarily in Whitehorse. Data entry into spreadsheets and into other Tetra Tech proprietary software will be required. A truck will be provided.

Field of Study: Completion of first year or higher in Engineering or Environmental Consulting.

Conditions of Employment: Driver's license and driving abstract, travel, shiftwork/weekends. Steel toed boots are required, PPE will be provided. Some heavy lifting and use of equipment.

**STEP-23032-P EARLY CHILDHOOD EDUCATOR (ECE)**

**THE HEART OF RIVERDALE COMMUNITY CENTRE**

The position, under the supervision and direction of the preschool manager, works closely with various Heart of Riverdale employees, team members and arts instructors to assist in planning, developing and implementing preschool and afterschool programming. An ECE teaches young children and is responsible for the supervision, the safety, and the well-being of young children. It is important to assess the individual needs of each child to make sure they're being taught in a way that matches their particular learning style and skill level. The position assists in planning and implementing the daily schedule and emergent curriculum. The educator will work collaboratively with and support, professional artists, musicians and dancers as they lead specialty programming. The candidate follows the daily program schedule to ensure the children are ready for specialty programming. They join specialty programming and eventually adapt the programming for children's individual abilities. During the summer, we will have a project about connecting preschoolers and summer student families, heritage and stories of coming to Canada with First Nations traditions, territories, and First Nations use of the Yukon River Ways (using a Yukon First Nations Traditional Territories map). The candidate will be involved in this project and assist the other ECEs, and the preschool manager with the communication and coordination.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of first year or higher in Education, Childcare, Early Learning or related field of study.

Conditions of Employment: Security check, medical clearance, TB testing, first aid/CPR.

**STEP-23033-P PRODUCER**

**THE HEART OF RIVERDALE COMMUNITY CENTRE**

The main task will be coordinating technical and logistical aspect of many of the performance and video projects that take place at the Heart of Riverdale over the summer. The Producer must work closely with other staff and the artists, as well as with the Artistic Director as technical and logistical perfection is very important to ensure smooth performances. A hip-hop festival, the Cypherfest, will be held at the Yukon Arts Centre in July 2023, where the producer will play in essential role. The candidate will be in charge of the logistical and technical elements of the show and work closely with the Artistic Director and Events Coordinator to make sure all the necessary communications with the dancers and artists are completed.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of first year or higher in Fine Arts, Business Administration, Project Management or related field of study.

Conditions of Employment: Travel, shiftwork/weekends, security check, ability to lift items, weighing up to 15 kg.

### **STEP-23034-P TOURISM SERVICES ASSISTANT**

#### **UP NORTH ADVENTURES**

The Tourism Services Assistant is responsible for welcoming clients and facilitating all aspects of trip logistics. This seasonal position is suitable for applicants with tourism industry education or experience, or those wishing to gain more experience. The Tour Services Assistant duties include inventory management, assessing and assigning appropriate equipment for individual tour needs as well as assisting guests with pre-trip preparation. The employee will ensure that company assets (i.e. canoes, vans, equipment etc.) are clean and in good working order and ready for upcoming trips and tours. Travel throughout the territory may also be required. Training will be provided to candidates to ensure they have a general understanding of products in order to locate and then input customer information into Google Calendar and Google sheets.

This position is preferred to:

- persons of Yukon First Nations ancestry

Field of Study: Completion of first year or higher in Eco-Tourism, Outdoor Recreation, Environmental Education or related field of study.

Conditions of Employment: Driver's license, travel, shift work and weekend, heavy lifting.

### **STEP-23035-P SUMMER PROGRAMMING COORDINATOR**

#### **VICTORIA FAULKNER WOMEN'S CENTRE**

With support from the Victoria Faulkner Women's Centre team, the Summer Recreation Coordinator will take the lead role in planning and implementing summer programming at the women's center. This includes designing and delivering programming for moms and kids, for youth, and for our drop-in program. The coordinator will work with other members of the team to design calendar of summer programming for the center. Tasks will include event planning and coordination, outreach and relationship building with community partners, working with a communications coordinator to promote events, gather evaluation forms and feedback from participants, and reporting on special projects. The coordinator will attend regular team meetings and training and work in a collaborative environment to offer a range of client centre programming to folks identifying and living as women and their children. Working directly with the Operations Manager the Summer Programming Coordinator will design and deliver a summer program, participate in ongoing centre planning, create and manage a budget for summer programming, and support the Women's Advocate, Community Kitchen Coordinator, and drop in team with a wide range of programming. The position will be mentored and supported by the Executive Director and will receive opportunities to job shadow with other positions to learn more about the women's centre and various career opportunities in this field. Approximately 30% of the time will be dedicated to program delivery, 30% to program development (planning, promoting, reporting), 30% of the time will be dedicated to other special projects, and 10% of the time will be dedicated to assisting with drop in services at the women's centre as needed.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Canadian Indigenous ancestry
- persons with disabilities

Field of Study: Completion of first year or higher in Women and Gender Studies, Communications, Social Work or related field of study.

Conditions of Employment: Driver's license, travel, shift work/weekends, security check. Criminal Record and Vulnerable Sector check are required for all staff.

## **STEP-23036-P ASSESSMENT OFFICER**

### **YESAB**

YESAB is an independent, arm's-length organization, responsible for carrying out the assessment responsibilities under the Yukon Environmental and Socio-economic Assessment Act. As an Assessment Officer, you are part of YESAB's dynamic assessment group that conducts, environmental and socioeconomic assessments throughout Yukon. This includes identifying project effects and mitigation measures for significant adverse effects and developing recommendations. Work contributions will also include participation in public forums as needed, as well as the ability to develop, foster and maintain multidisciplinary relationships. This work also involves organizing and participating in meetings with colleagues, project proponents, government, First Nations, stakeholders, and the public. Working at YESAB comes with learning every day. You will learn how to formulate accurate, informed, and defensible arguments; understand mitigation measures to prevent or minimize significant adverse, environmental and social, economic affects; and, experience processing project proposals and working with First Nations and stakeholder groups.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of fourth year or higher in Environmental Science, Biology, Sociology, or related fields of study.

Conditions of Employment: Driver's license.

## **STEP-23037-P SUMMER SAILING INSTRUCTOR**

### **YUKON BREEZE SAILING SOCIETY**

The Sailing Instructor position manages day-to-day operations of the youth, summer sailing camp on Schwatka Lake, Whitehorse. The Sailing Instructor is someone with strong leadership and communication skills with previous experience instructing sailing. Responsibilities include, but are not limited to: supervising and mentoring a summer camp assistant, lesson planning, ensuring a fun and safe environment for sailors/campers and teaching sailing basics to children and youth, aged 8–16, ensuring proper handling and storage of equipment. There is an opportunity for the instructor to teach evening adult sailing classes and 2 to 3 weeks of school programming at the beginning of June (negotiable with board directors). This position reports to the directors of Yukon Breeze Sailing Society.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of first year or higher in Recreation or Education.

Conditions of Employment: Criminal record check with vulnerable sector screening, CanSail level one and two instructor course, first date/CPR, pleasure craft operator card.

## **STEP-23038-P FRONT OF HOUSE/TOUR GUIDE**

### **YUKON BREWING COMPANY LTD.**

This position is based in our retail store, and the work includes processing of retail transactions, but the position is so much more. We expect our staff to create a positive experience for the customer, who often is a tourist who does not completely understand what we do. Such as there is the opportunity for staff to educate the customer on how we produce our beer and spirits, what makes it different, and have the customer leave the store enriched. As such, the ideal proponent would be outgoing, positive, and able to treat each new customer in a positive manner.

Field of Study: Completion of first year or higher in Marketing, Tourism, Hospitality or related field of study.

Conditions of Employment: Shift work/weekends.

**STEP-23039-P      HELMUT GRUNBERG CONSERVATION INTERN**  
**YUKON CONSERVATION SOCIETY**

The Yukon Conservation Society (YCS) is an environmental nonprofit organization, established in 1968. Over the years YCS has earned a respected position of influence on environmental policy and education in the North. Our mission is to pursue ecosystem well-being throughout the Yukon and beyond, recognizing that human well-being is ultimately dependent on fully functioning healthy ecosystems. This position is an opportunity for an intern to be involved in diverse projects within a conservation organization, ranging from land-use planning to collecting mining data and writing articles to conducting research. Similarly, the daily tasks will be varied, from attending meetings and writing reports to researching a variety of issues. The intern will possess excellent research and analytical skills with a background in qualitative and/or quantitative research. In addition, knowledge of environmental issues and solutions currently influencing the Yukon, Canada and globally (i.e. climate change, mining, green energy, land-use planning, wetlands and wildlife) are critical. Finally, the intern can expect to gain or improve their skills in such areas: conducting training; reviewing and reporting on technical documents; preparing briefings and position papers; research methods and processes conducive to environmental research; and writing reports and articles.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of third year or higher in Conservation, Environmental Studies, Biology or related field of study.

Conditions of Employment: Driver's license, first aid/CPR.

**STEP-23040-P      TRAIL GUIDE**  
**YUKON CONSERVATION SOCIETY**

Do you love nature, conservation and local history? The Yukon Conservation Society, YCS is a grassroots, environmental, non-profit organization, established in 1968. Our mission is to preserve ecosystem well-being throughout the Yukon, and beyond, recognizing that human well-being is ultimately dependent upon fully functioning healthy ecosystems. Since 1980, our trail guides have introduced thousands of people to the trails around Miles Canyon/Kwanlin, the trail guides are responsible for delivering high-quality nature and historical interpretive programming to 1000+ visitors throughout the summer. This programming will be based on the trail guides own research into local history, geology, flora, and fauna during a comprehensive two-week training session. Trail guides will be primarily based in Kwanlin/Miles Canyon in Whitehorse from Tuesday-Saturday each week, engaging visitors, and leading twice daily two-hour interpretive nature hikes to a local historic site. The trail guides will also assist the Summer Interpretive Program Coordinator with special events, including extra feature hikes at a two day arts event 'Created in the Canyon'. Each week a trail guide will be responsible for creating and editing an educational video about the nature and culture of the area.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of third year or higher in Outdoor Education, Environmental Studies, Conservation or related field of study

Conditions of Employment: Driver's license, travel, security check, first aid/CPR. Must have own transportation to and from Kwanlin/Miles Canyon.



**STEP-23041-P FISHLADDER ATTENDANTS (2 POSITIONS)**

**YUKON FISH AND GAME ASSOCIATION**

Assisting the Manager of the Whitehorse Rapids Fishway in the following: to ensure that a professional and friendly atmosphere is maintained at this interpretive facility; scheduling hours related to a 8 hour/day week operation; handling, deposition and recording of daily sales; sound knowledge of Chinook Salmon habits and migration; ability to give single or group tours in a clear and effective manner; performing public tours of the facility; submitting bi-monthly time sheets to YFGA in a timely fashion to facilitate regular pay checks for all staff; data collection and relating information to DFO & YG Renewable Resources; monitoring freshwater species; number and sex of returning adult salmon; required sampling; assist the Whitehorse Rapids Fish Hatchery staff in the collection and spawning of the Chinook Salmon brood stock for the hatchery program; monitor the Fishway for any unforeseen problems which may occur during the season in relation to fish passage flows; general overall day to day facility maintenance.

Field of Study: Completion of first year or higher in Biology, Tourism, Science or related field of study.

Conditions of Employment: Driver's license, shift work/weekends, first aid/CPR. Willing to reimburse if asked to complete first aid.

**STEP-23042-P FISHLADDER SUPERVISOR**

**YUKON FISH AND GAME ASSOCIATION**

Assisting the Manager of the Whitehorse Rapids Fishway in the following; ensure that a professional and friendly atmosphere is maintained at this interpretive facility; scheduling hours related to a 8hr/day week operation; handling, depositing and recording of daily sales; supervising and working alongside Ladder Attendants; sound knowledge of Chinook Salmon habits and migration; ability to give single or group tours in a clear and effective manner; performing public tours of the facility; submitting bi-monthly time sheets to YFGA in a timely fashion in order to facilitate regular pay checks for all staff; data collection and relaying information to DFO and YG Renewable Resources; monitoring fresh water species; number and sex of returning adult salmon; required sampling; assist the Whitehorse rapids Fish Hatchery staff in the collection and spawning of the Chinook Salmon brood stock for the hatchery program; monitor the Fishway for any unforeseen problems which may occur during the season in relation to fish passage flows; general overall day to day facility maintenance.

Field of Study: Completion of third year or higher in Biology, Tourism or Environment or related field of study.

Conditions of Employment: Driver's license, shift work/weekends, first aid/CPR or willing to take course.

**STEP-23043-P WILDLIFE RESOURCE MANAGER**

**YUKON FISH AND GAME ASSOCIATION**

Assisting the Executive Director of the YFGA in targeting major wildlife tasks and issues that are relative to the current year. We would foresee issues such as the permit draw system, communicating with the public, bison management, new caribou opportunities in some areas and reduced options in other areas, deer populations, salmon management, and research definition of residence in the rest of Canada to propose suggested change for the Yukon.

Field of Study: Completion of third year or higher in Biology, Sciences, Environmental Studies or related field of study.

Conditions of Employment: Driver's license, travel, shift work/weekends, first aid/CPR

**STEP-23044-P PATIENT CARE ASSISTANT (2 POSITIONS)**

**YUKON HOSPITAL CORPORATION**

As a multidisciplinary team member, under the supervision of the Clinical Care Manager - Medical/Surgical, Clinical Nurse Leaders or frontline Registered Nurses, the incumbent will provide nursing care for patients (through the scope of the position) through the administration and implementation of medical investigation and therapeutic programs. This care will promote patient's physical, mental, emotional and spiritual well-being by: using the nursing process and physicians order in conformance with established standards and hospital policies; assisting and assessing needs, planning, implementing, evaluating and documenting nursing care for assigned patients; observing and reporting symptoms and condition of patient to the responsible nurse; maintaining a safe and therapeutic environment for patients, visitors and staff by following sound bacteriological and preventative medicine principles; safeguarding patients' rights and physical well-being; assisting in maintaining accurate, pertinent patient records through written and computerized documentation; reporting regularly to the Clinical Nurse Leader or supervisory Registered Nurse; Orientation opportunities in areas of nursing interest will be made available to the successful applicant and included in rotations, please indicate your interest to the Clinical Care Manager. These areas could include Mental Health, Maternity, Emergency, Intensive Care Unit, Surgical Services, Operating Room.

Field of Study: Completion of second year or higher in Nursing.

Conditions of Employment: Shift work/weekends, security check, medical clearance, TB testing, first aid/CPR. Patient Care Assistant will require own nursing scrubs.

**STEP-23045-P OUTREACH COORDINATOR/INVASIVE SPECIES TECHNICIAN**

**YUKON INVASIVE SPECIES COUNCIL**

YISC is searching for an energetic, creative and self-motivated individual interested in the environment. We are looking for an outreach coordinator/invasive species technician to assist in various duties, including communications, promotion, and organizing of public events with a focus on raising public awareness of invasive species, field support, on the ground surveys and office administration work for the council summer and fall programs. The employee will work closely with the Executive Director of the council. If you are interested in fun, varied and challenging opportunities, we'd love to hear from you. Duties include: coordinate and deliver local invasive species programs; travel to communities will be required to implement outreach programs; survey, monitor and record invasive species in Whitehorse and other project areas; implement management (removal) of selected invasive species infestations; assist with implementation of YISC's social media communication strategy; expand the councils online outreach program; foster existing partnerships and develop new partnerships with other groups; design, coordinate and produce communication materials, such as videos, posters, advertisements and easy newsletters; collect and record event advertisement and Facebook statistics.

Field of Study: Completion of fourth year or higher in Biology, Education, Communications or related field of study.

Conditions of Employment: Driver's license, travel, shift work/weekends. Should provide own workspace, including a computer. If this is not possible, accommodations could be arranged.

**STEP-23046-P STUDENT RESEARCH ASSISTANT**

**YUKON STATUS OF WOMEN COUNCIL**

This position will provide and come up with an opportunity to work in a stable non-profit organization with a higher level of capacity. The student may be asked to support staff with a number of projects on a range of topics, including: gender based violence, supporting sex workers, housing precarity, the impacts of COVID-19 on women in the Yukon, policy development, social media strategies, strategic planning and board governance. Related duties include policy analysis, research, report writing, literature review, and creating knowledge products. The incumbent will have the opportunity to participate in various training opportunities related to the position. The incumbent will increase their knowledge of quantitative and quantitative research methods,

participatory action research and community based research, and critical analysis on both individual and structural levels. The successful applicant must demonstrate a commitment to trans inclusionary and intersectional feminism.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Canadian Indigenous ancestry
- persons with disabilities

Field of Study: Completion of third year or higher in Women's and Gender Studies, Social Sciences, Social Policy or related field of study.

Conditions of Employment: Security check.

**STEP-23047-P CLIMATE CHANGE RESEARCH ASSISTANT**  
**YUKON UNIVERSITY**

The Climate Change Research Assistant will be part of a multidisciplinary team, working on climate change adaption projects and research at the YukonU Research Centre (YRC). The main responsibilities of the research assistant include helping with ongoing research projects, conducting both desktop and field research, and contributing to the development of training materials. This includes conducting literature reviews of recent climate change research and project specific topics, report writing, contributing to proposal writing, data collection, and analysis, data entry and developing presentation and communication materials. The applicant should have the following skills: research and report writing skills; excellent written and oral communication skills; computer skills; organized and self-motivated; problem solver; work independently, and in a team; knowledge of climate change and related topics is an asset; GIS, graphic design, and/or other communication or data management skills are an asset. The Research Assistant will become versed in the science of climate change, and the impacts being observed in the Yukon. They will be integrated into the YRC's research initiatives, assisting staff with research, mainly based in the office, but also in the field as necessary. They can look forward to working in a team environment, contributing ideas, and developing products that will meaningfully impact the state of knowledge of climate change in the Yukon. Enthusiastic, self-motivated students who enjoy learning will thrive in this position.

Field of Study: Completion of third year or higher in Natural Resources, Geography, Indigenous Studies or related field of study.

**STEP-23048-P OFFICE OF THE REGISTRAR SUPPORT OFFICER**  
**YUKON UNIVERSITY**

Providing daily reception by responding to inquiries made by staff, students and members of the public; receiving and transferring telephone inquiries to the appropriate areas; responding to and redirecting, email inquiries and utilizing our help ticket system to follow up with general inquiries. Doing data entry by entering student information and registering students by utilizing university databases such as Banner. Reviewing student files, uploading documents, and following our records management policy and schedule. Assisting with admissions process by being trained on application requirements and learning how to review associated documents and being assigned to a small program portfolio to review and assess applications and send follow up correspondence accordingly. For the month of May and June, assisting with internal events, such as convocation and the Canadian Association of financial advisor's conference in June 2023 by communicating with various stakeholders on campus and assisting in event set up where required.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Canadian Indigenous ancestry
- persons with disabilities

Field of Study: Completion of first year or higher in Business Administration, Education, Archival Management or related field of study

## **STEP-23049-P RESEARCH TECHNICIAN**

### **YUKON UNIVERSITY**

The research technician is an interdisciplinary position that will work on several projects with faculty from the School of Science. You will gain work experience and knowledge in field and laboratory based research in a supportive, mentoring environment. Tasks will include managing and preparing equipment, preparing and using digital maps, field data collection methods, data entry, data analysis and reporting. The skills and experience developed will be broadly applicable in the natural sciences. Your background should include field course experience in science and/or natural resource management. Work experience in outdoor and wilderness settings will be considered an asset. You should have excellent verbal and written communication skills. You must be physically prepared to travel and work in remote, challenging terrain and all weather conditions. Basic computer skills and experience with MS Excel are required. You'll be assisting with five projects gaining exposure to different field techniques and habitats: (i) a silviculture trial examining the growth and survival of spruce seedlings in logged areas, (ii) measuring the impact of education changes on foraging activity of bears near campground at Kluane, (iii) a long term ecological monitoring project, tracking changes in berry, mushroom and spruce cone production south of Kluane Lake, (iv) assisting with ongoing monitoring of the ecology of migratory birds, and (v) helping to set up a study to age the growth of small white spruce seedlings.

Field of Study: Completion of first year or higher in Environmental Science, Renewable Resource Management, Biology or related field of study.

Conditions of Employment: Driver's license, travel, first aid/CPR.

## **STEP-23050-P RESEARCH ASSISTANT**

### **YUKON UNIVERSITY**

The research assistant will provide support towards one or several of our projects. These projects involve the integration of renewable energy and remote communities, the electrification of Yukon, and NWT's, transportation and heating sectors, analysis of technologies in northern environments and demand-side management strategies for the north. Day-to-day task will include: conducting independent research, literature reviews, and collecting data; interpreting, organizing, synthesizing and analyzing power systems data; programming, simulating, troubleshooting and developing models of remote power systems; reporting on the status of research activities and project deliverables.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Canadian Indigenous ancestry
- persons with disabilities

Field of Study: Completion of third year or higher in Electrical Engineering, Mechanical Engineering, Renewable Energy or related field of study.

Conditions of Employment: Travel.

## **STEP-23051-P STEM FACILITATOR**

### **YUKON UNIVERSITY**

Yukon University's Youth Moving Mountains summer camp program is run by a team of 12 post-secondary students, leading weeklong educational and experiential STEM (Science, Technology, Engineering, Math) and trades camps in Whitehorse and Yukon's rural communities. The STEM facilitators participate in STEM specific training and plan activities for their camps for the first six weeks of the summer, creating fresh STEM content. The remainder of the summer spent directly with campers, supervising them and delivering engaging, hands-on activities related to STEM and trades. This position involves problem solving and collaboration with other team members to address any behavioral incidents or challenges with activity delivery.

This position is preferred to:

- persons of Yukon First Nations ancestry
- persons of Aboriginal ancestry

Field of Study: Completion of first year or higher in Sciences, Engineering, Education or related field of study.

Conditions of Employment: Driver's license, travel, security, check. Training will be provided upon hire for first aid, Food Safe and Yukon First Nations 101.