



## STEP 2023

# Government of Yukon Positions

### STEP-23000-G CORPORATE REGISTRATION ANALYST

#### COMMUNITY SERVICES - CORPORATE AFFAIRS

This position is responsible for assisting with the provision of a broad range of time-sensitive business and regulatory services; advising clients on reporting requirements for filing under corporate legislation; receiving and processing applications and notices pertaining to filing requirements of the numerous types of corporate entities to maintain an accurate corporate registry, which includes the provision of efficient counter and phone services to clients and the general public. Attention to detail, memo writing, computer usage, and customer service are essential skills to being successful in this position. We serve a wide customer base, including individuals from law offices, corporations, government offices, volunteers and the general public. The incumbent will receive, review and process statements, notices, forms and annual filings to ensure the maintenance of an accurate corporate registry.

Field of Study: Completion of second year or higher in Administrative Law or Business Administration.

### STEP-23001-G END USER SUPPORT TECHNICIAN

#### COMMUNITY SERVICES - FINANCE, SYSTEMS & ADMINISTRATION

Install, support, maintain and upgrade more than 500 desktop/laptop computers, tablets, virtual desktops, Smart Phones, peripherals and associated network devices. Assist with potential VOIP phone installations. This position is responsible for organizing, prioritizing and performing computer trouble calls and upgrades, following up with internal clients to resolve issues in a timely manner, ensuring client satisfaction. They will document issues and solutions, taking corrective action where necessary to prevent repeats. They will plan and implement a small project. With 21 different branches, Community Services IT supports a wide variety of environments, such as Public Libraries Emergency Medical Services, Wildland Fire, Building Safety and Sports and Recreation.

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

Conditions of Employment: Driver's license, travel, ability to lift up to 30 pounds. May be exposed to dusty working conditions.

### STEP-23002-G PROJECT COORDINATOR

#### COMMUNITY SERVICES - INFRASTRUCTURE DEVELOPMENT BRANCH

The purpose of this position is to assist Project Managers in the coordination of public sector infrastructure projects. This position will give the STEP student first-hand experience dealing with engineering/construction project coordination while being mentored by Project Managers. This position will require an individual who can produce high quality work under tight deadlines. The ability to use software programs such as MS Word and Excel effectively are necessary to create professional documents. Tasks/responsibilities will include: Request for Proposal and Tender coordination, including compiling and proof-reading documents; coordinating contracts, including entering data into contract system, and collection of supporting documentation; liaison with consultants and contractors; respond to inquiries and perform administrative office duties; attending project meetings with Project Managers for pre-construction tenders, monthly progress meetings, etc.; performing site visits for background data collection and progress review; complying with Safe Work Practices at all times and wearing Protective Equipment when required; direct contact with contractors, community members and YG staff.

Field of Study: Completion of second year or higher in Engineering, Trades, Construction Management or related field of study.

Conditions of Employment: Driver's license, travel, first Aid/CPR. First Aid training will be provided by employer if needed. Students must be physically able to work on construction sites, often in rough terrain.

**STEP-23003-G      PROPERTY TAXATION ASSISTANT**

**COMMUNITY SERVICES - PROPERTY ASSESSMENT & TAXATION**

The Property Taxation Assistant (PTA) will work closely with the Property Tax Administrator during the property taxation cycle. The cycle begins when tax notices are mailed, includes various financial transactions as they occur, then ends with the collection of past due accounts and the lien process. The PTA also ensures that legislation, regulations, policies and procedures are followed. This position will provide a high level of customer service, assisting clients at the front counter, as well as receiving their payments. Additional responsibilities include reconciling and entering online payments into the tax system, running reports and preparing cash blotters. The Property Taxation Assistant will also be exposed to the Yukon Home Owner Grant program and prepare journal entries for homeowner grants, as well as reconciling homeowner grant claims for municipalities and process cheque requisitions for accounts payable. This position will also assist with the collection procedures for overdue property tax accounts and general administrative support 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, Accounting or related field of study.

**STEP-23004-G      COMMUNICATIONS ASSISTANT**

**COMMUNITY SERVICES - WILDLAND FIRE MANAGEMENT**

Wildland Fire Management's Communication Assistant, is an integral part of the branch is summer wildfire information team. Working closely with two fire information officers who are responsible for providing wildfire updates to the public and both community and government stakeholders, the Communications Assistant has the opportunity to develop their skills and confidence, preparing a variety of community relations products that are widely read and trusted. Due to the small size of this team, the Communications Assistant will have frequent exposure to a fast-paced workplace where many different forms of public and stakeholder relations take place. The Communications Assistant will become familiar with the wildland fire operations, and the basic concepts of fire ecology in order to confidently describe core concepts to support wildland fire managements actions. During periods of decreased wildfire activity, the Communications Assistant will have the chance to work on public outreach projects that give them the chance to explore methods or media that advance their studies or an area of personal interest.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Journalism, Political Science, Communications or related field of study.

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

**STEP-23005-G      FUELS MANAGEMENT TECHNICIAN**

**COMMUNITY SERVICES - WILDLAND FIRE MANAGEMENT**

The incumbent will aid in planning, administration and operations of FireSmart and fuels management projects within Wildland Fire Management's (WFM) Prevention and Mitigation Unit. This role will focus largely on fieldwork including collecting data from fuel management project sites as well as the planning, layout and inspection of ongoing or future projects. Fieldwork will include working outdoors in adverse weather conditions and dealing with insects and potential wildlife encounters. The incumbent will utilize a variety of tools to collect data including GPS devices, field/forestry equipment and tablets along with a suite of software for which the incumbent will receive training. The incumbent should be comfortable working independently and be prepared for occasional encounters with clients including contractors. When the incumbent is not in the field, they will work in an office environment at WFM's headquarters. Office work will consist primarily of data entry, report writing and assisting Prevention and Mitigation Unit staff with a variety of tasks including but not limited to contract development, policy review, environmental assessment, consultation and data management/organization. Training opportunities will be made available to the

incumbent and a training plan will be discussed and established in the first month of the position. Role may include deployment to support wildfire incidents in a planning or GIS support capacity as operational needs require.

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 Forestry, Natural Resource Management, Geography or related field of study.

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

**STEP-23006-G SAFETY & TRAINING OPERATIONAL ASSISTANT  
COMMUNITY SERVICES - WILDLAND FIRE MANAGEMENT**

The STEP student will be working in the Yukon Wildfire Centre in Whitehorse and will be a part of the Safety and Training Team. They will interact with all regions and units of the branch and will be expected to assist other regions during active fire seasons. Daily task will vary depending on the time of season, operational requirements and project timelines. To start the STEP student will assist with delivering and recording training, ensuring training documentation is entered into the training trackers and certificates are created and sent to regions. They will also assist with setting up and delivering S131 Crewmember Course, Crew Leader Course, WXX-Fit Testing, Rotowind and Hover Exit Training, Leadership 180/280 Chainsaw Training, ATV/UTV operations and First Responder Mental Health training. Later in the season the STEP student may be required to assist regions in various functions pending operational requirements. These include but are not limited to Fixed Wing Patrol Spotter, RFFA assistant, Radio Operator, Incident Command Post Operator, Logistics Support. The Safety and Training Operational Assistant will develop many new skills and gain several certifications throughout the summer. They will be in charge of several smaller projects and will learn how to develop work plans and time management skills. They will also be required to email public tenders regarding quotes and bookings, therefore building interpersonal skills.

Field of Study: Completion in second year or higher in Forestry, Education, Natural Resource Management or related field of study.

Conditions of Employment: Driver's license, travel, ability to lift 45 pounds.

**STEP-23058-F TERRITORIAL STORES PERSON (SMALL MOTORS)  
COMMUNITY SERVICES - WILDLAND FIRE MANAGEMENT**

To carry out stores duties at the Territorial HQ Warehouse to provide for receiving and shipping, inventory, and refurbishment of Wildland Fire Management, equipment, and supplies. Also assist with a small motor technician with maintenance and refurbishment a very small motor items (chainsaw/pump/generator/ATV/UTVs) used by Wildland Fire Management.

Field of Study: Completion of first year or higher in Small Motor Mechanic, Forestry, Natural Resources or related field of study

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

**STEP-23007-G COMMUNICATIONS COORDINATOR  
EDUCATION - COMMUNITY RELATIONS AND ENGAGEMENT**

The Communications Coordinator is a dynamic and exciting professional position that supports the day-to-day business of the community relations and engagement team. Duties include: media monitoring, graphic design, photo and video work, reviewing communication plans, researching or otherwise assisting communications analysts, drafting or editing a variety of simple communications material, editing web content, and general support for the unit. This is a great position, on a strong and experienced team, for someone who wants to learn more about the world of government communications. If you are a self-starter with an appetite for learning, we'd love to hear from you! You'll gain experience with new skills, especially in the realms of writing, editing, critical thinking, organization and graphic design.

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

**STEP-23008-G YUKON FIRST NATION EDUCATION ASSISTANT**  
**EDUCATION - FIRST NATIONS INITIATIVES**

The Yukon First Nation Education Assistant will be working in a team environment with Yukon First Nation consultants in curriculum, Yukon First Nation languages, partnerships and policy, experiential education and provide support with curriculum and learning resource development. The student will assist with the planning and implementation of the annual orientation for new teachers and administrators. The student will be involved with scanning language materials and resources and travel with staff on school visitations, community meetings and attend Yukon First Nation General Assemblies.

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 Education, First Nations Studies, Teacher Training Program or related field of study.

Conditions of Employment: Driver's license, travel.

**STEP-23009-G ASSISTANT SUPPORT TECHNICIAN**  
**EDUCATION - POLICY & PARTNERSHIPS**

The Assistant Support Technician will be tasked with responding to and assisting ITSS technicians with routine activities including imaging new school and office computers, re-imaging current school office computers, testing/installing software and hardware in both Mac and Windows environment. Also providing first level technician support on computers, mobile devices, printers and network related troubleshooting. They will also be needed to move a large number of computers and peripherals to, from and within schools and offices as well as keeping track of inventories at these locations. There will be daily trips to schools as well as overnight road trips to Yukon Community schools ranging from 2 to 4 days.

Field of Study: Completion of first year or higher in Information Technology, Computer Science, Education Technology or related field of study.

Conditions of Employment: Driver's license, travel, security check, ability to routinely lift from 10 to 50 pounds.

**STEP-23010-G TRAINING PROGRAMS ASSISTANT**  
**EDUCATION - POLICY & PARTNERSHIPS**

The successful candidate will work closely with the Student Financial Services team to assist in delivering post-secondary funding to Yukon students. This role includes maintaining data and file management, liaising with clients and partners, working on developing tools and resources for our clientele, conducting research and interpreting legislation, working with government policies, and general administrative duties. The work will provide practical experience with daily activities around research, analysis, creation of materials, providing results to the team, using databases, as well as exposure to government, processes, policies, and legislature. We are looking for a motivated individual who is organized, detail oriented, and enjoys being part of a fast-paced team dynamic.

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 or Public Administration.

**STEP-23011-G AGRICULTURE RESEARCH ASSISTANT**  
**ENERGY, MINES & RESOURCES - AGRICULTURE**

The Agriculture Research Assistant will primarily assist in the research undertaken by the Agriculture Branch. This will include assisting with experimental design, maintaining field sites and the collection of

data. This position will operate a range of field and data collection equipment including data loggers, ATVs and water pumps. Most of the work will occur near Whitehorse with daily trips to the research sites. Office work will involve researching various agriculture related topics, inputting field data and assisting with a range of programs and events. The Agriculture Research Assistant will also play a critical role working in the field with the Grazing Management Coordinator, Agriculture Land Resources Officer, and the Agriculture Development Officer assisting with the collection of relevant data and soils information. This will potentially take the student into the backcountry of the Yukon so they must be physically fit, capable of walking for a full day through variable terrain and vegetation.

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

Conditions of Employment: Driver's license, travel, must be ok with physical work, getting dirty, capable of lifting 50 lbs and comfortable driving a full-sized truck and working outside in remote conditions

**STEP-23012-G ENERGY PROGRAM INTERN**  
**ENERGY, MINES & RESOURCES - ENERGY**

The Government of Yukon's Energy branch has an opportunity for a passionate and motivated student to help deliver, develop and evaluate energy efficiency, and renewable energy programs to reduce the Yukon's energy use and greenhouse emissions. The student will be responsible for assisting in the delivery of energy efficiency and renewable energy. Funding programs for businesses, NGOs, municipalities, First Nations, government and development corporations, and Yukon citizens, with the opportunity to work on a range of projects, depending on the student's interests. This includes delivering the Good Energy Program for large commercial end, institutional buildings, providing rebates and upfront financing for homeowners to complete deep energy retrofit and working to electrify Yukon's transportation sector. The student will be responsible for reviewing potential projects, developing work plans, drafting payment agreements and following up on project progress. The student may also conduct research and analysis into energy efficiency, and renewable energy programs and policies in Yukon and Canada for the purpose of evaluating existing programs, and recommending new programs or modifications to existing initiatives. This position will expose the student to a range of energy efficiency and renewable energy programs and policies and the strategic considerations that go into program design and delivery. The student will also have the opportunity to meet and work with key stakeholders involved in energy and greenhouse gas reductions in the Yukon.

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

**STEP-23013-G ASSISTANT FOREST TECHNICIAN (2 positions)**  
**ENERGY, MINES & RESOURCES - FOREST MANAGEMENT**

Working with the Forest Management branch, the STEP student will assist the Forest Management branch programs with field work (tree measurements and re-measuring permanent sample plots, timber planning and layout, forest health, research (plots), etc.) and office work (data entry, report writing, mapping planning, etc.). With this position, there will be an emphasis on fieldwork. Travel to remote locations outside of Whitehorse with some overnight stays, as well as fieldwork near Whitehorse (day trips) are required. This position will spend time at the Gunnar Nilsson Mickey Lammers Research Forest, located 15 minutes north of Whitehorse on the Klondike Highway. Duties at the research forest will include: conducting field trips to school children and the public, general maintenance around infrastructure and trails, assistance with the annual open house, plot measurement, trail building.

This position has been preferred to:

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

Field of Study: Completion of the second year or higher in Forest Management, Natural Resources, Geography or related field of study

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

## **STEP-23014-G ANIMAL HEALTH UNIT ASSISTANT**

### **ENVIRONMENT - ANIMAL HEALTH UNIT**

The student will be involved in a wide range of Animal Health Unit (AHU) tasks and activities, assisting the Program Veterinarian, as well as the Laboratory Coordinator and Chief Veterinary Officer in the laboratory, field and office. The student will gain experience in delivering animal health programs and conducting animal health and disease surveillance. The main responsibilities of this position will focus on the collection, analysis and reporting of data for wildlife and domestic animal health and public health programs in Yukon. The student will provide support for day-to-day Animal Health Unit activities including data entry, report writing, literature reviews, biological and disease sample collection, sample analysis, assisting with animal post-mortems, and participating in fieldwork. The STEP student will be required to participate in work that is physically demanding, includes work with live and dead wildlife, and it will require use of personal protective equipment and operation of laboratory equipment such as fume hoods, hoists and vices. The student may be exposed to parasites or pathogens, may be required to work with potentially toxic chemicals and compounds, and will work with sharp knives and other dissection equipment. The student will be provided with adequate training, supervision and personal protective equipment as required. Travel in vehicles and boats may be required.

Field of Study: Completion of first year or higher in Veterinary Medicine, Public Health, Wildlife Biology or related field of study.

Conditions of Employment: Driver's license, travel, shiftwork/weekends, first aid/CPR. Current rabies vaccination is considered an asset.

## **STEP-23059-F GEOMATICS TECHNICIAN**

### **ENVIRONMENT - CLIENT, BUSINESS & TECHNOLOGY SOLUTIONS**

Environment's Geomatics team provides geospatial, technical leadership and support to a challenging portfolio of operational programs, including Fish and Wildlife, Water Resources, Environmental Protection and Assessment, Animal Health, Climate Change, Parks, and Conservation Officer Services. The position will work under the direction of two Geomatics Application Developer/Administrators. As a member of the Geomatics team, the Geomatics Technician may be involved in any or all aspects of geospatial work, including data compilation, spatial analysis, cartography, online mapping, mobile application, development and testing, analytics development & testing and drone mapping/support. Work is primarily office-based with the potential for some field data collection projects. The technician will be exposed to numerous technologies (ArcGIS Pro, ArcGIS Online/Portal, Esri Fieldmaps, Survey123, FME, SQL Server, PowerBI, Pix4D & GNSS among others) and their application to real world problems in an enterprising setting. The candidate should have completed mapping related university course work (e.g. GIS, cartography). Experience with drones and a drone pilot license is desirable, but not essential, as the candidate will have the opportunity to gain these on the job.

Field of Study: Completion of the second year or higher in Geography.

Conditions of Employment: Driver's license.

## **STEP-23060-F LICENSING & PERMIT AGENT**

### **ENVIRONMENT - CLIENT, BUSINESS & TECHNOLOGY SOLUTIONS**

Do you have a passion for outdoor pursuits including camping, fishing and hunting? Are you keen to assist others access these opportunities? The Client Solutions team delivers exceptional client service in a fast-paced setting. This position is responsible for reviewing applications for licensure and permits of resident and nonresident hunters, anglers, trappers and campers; providing intake services for biological submission; delivering information and education to promote awareness of individual legislative rights and responsibilities.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Natural Resources, Recreational Leadership, Enforcement or related field of study.

Conditions of Employment: Will be required to handle wildlife biological specimens.

**STEP-23015-G CONSERVATION OFFICER ASSISTANT**

**ENVIRONMENT - CONSERVATION OFFICER SERVICES**

The student Conservation Officer will assist Department of Environment Conservation Officers and other department staff, as may be appropriate with a range of day-to-day activities, including patrols, inspections, investigations, wildlife/human conflict occurrences, fish and wildlife, technical work, research, public education, initiatives, and equipment maintenance. This is a unique opportunity to gain experience and exposure in both conservation, law-enforcement and wildlife management and compliance programs, in addition to providing hands-on assistance to conservation officers, and other departmental staff, the position is intended to provide a candidate pursuing a career in the field of conservation law-enforcement with exposure to a broad range of work experience related to renewable resource management and law-enforcement. Although the position is based in the Whitehorse headquarters area, extensive travel, including remote travel and extended travel throughout, the Yukon may be required. Given that providing field assistance to conservation officers will be one of the main functions, the student Conservation Officer must be willing and able to work irregular hours that may include either early morning or late evening hours, and up to four weekend shifts per month.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Resource Management, Environmental Sciences, Conservation Law Enforcement or related field of study.

Conditions of Employment: Driver's license, travel, shift, work/weekends, security check, first aid/CPR. Ability to acquire, or possess Firearms Possession and Acquisition License. Ability to obtain basic first aid and CPR certification. Ability to obtain WHIMIS. Ability to obtain Hunter Education and Ethics Development course. No criminal record. No history of environmental violations.

**STEP-23016-G ASSISTANT WILDLIFE TECHNICIAN (2 Positions)**

**ENVIRONMENT - FISH & WILDLIFE**

In this position the student will work with Yukon Government's Senior Wildlife Biologist and associated program staff to carry out various wildlife inventory, monitoring, and research projects in the territory. Duties will include a mix of work in the field or lab. Field duties may involve work in remote settings monitoring various wildlife species with a focus on species at risk. Lab work will include procuring and processing biological samples, or working on datasets in Excel or a GIS to enter or extract biological data for management purposes. The student will work in a team-based environment that often includes other government biologists, university professors, graduate students and First Nations staff. Representative projects the student may work on include: 1) capture of various smaller mammals, 2) radio-telemetry, 3) monitoring wildlife with camera traps and other remote sensing instruments, 4) non-invasive surveys of wildlife or their signs, 5) processing of biological samples in a laboratory, and 6) entering and mapping wildlife data in a computer. The focus will be on terrestrial vertebrate species (mostly mammals) and their habitats. The student will be thoroughly exposed to designing and implementing wildlife research, with some leeway for development of an applied research project that fits within our broader information needs. Applicant should know that this position frequently involves working in a field crew that is subject to the following working conditions: working in the evenings; camping and Yukon government campgrounds or remote campsites; that country travel by foot or ATV in rugged terrain; or flying in small aircraft. As such the ideal candidate would have a reasonable level of fitness, competency in wilderness settings, and the aptitude and flexibility to work under these conditions.

This position has been preferred to:

- persons of Yukon First Nations ancestry

Field of Study: Completion of third year or higher in Biology, Natural Resources, Environmental Science or related field of study

Conditions of Employment: Driver's license, travel

## **STEP-23017-G CARNIVORE PROGRAM STUDENT**

### **ENVIRONMENT - FISH & WILDLIFE**

The incumbent will provide field, laboratory, and office support to the Fish and Wildlife branch carnivore program. We require a motivated, independent, organized and detail-oriented assistant, to help us gather data in the field, conduct lab work, and manage office work related to projects. The student will assist with various carnivore related projects, for example, sample collection for a bear, DNA, mark-recapture density estimate, assistance in handling and collaring bears as part of a bear translocation project. There will likely be opportunities for the position to assist with other Fish and Wildlife program fieldwork on other species. Key tasks include: reviewing literature and data; working on fieldwork logistics and planning, gathering information from various sources; entering data, classifying camera images and conducting fieldwork. The student will work primarily with the carnivore biologist and species technician. The student position offers an opportunity for a student interested or engaged in the field of ecology, biology, or wildlife management. The student will gain experience in wildlife management, project development, ecological research methods and results synthesis. In addition, this position offers a unique opportunity to be involved with a diverse program, and working closely with biologist, technicians, education, outreach, staff, and conservation officers. The student may be exposed to parasites and pathogens and work may involve working with sharp knives and other dissection equipment. The student will be provided with adequate training, supervision, and personal protective equipment as required. Travel by vehicle, canoe, ATVs, and helicopter.

This position is preferred to:

- persons of Yukon First Nations ancestry

Field of Study: Completion of third year or higher in Biology, Ecology, Wildlife Management or related field of study.

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

## **STEP-23018-G CUMULATIVE EFFECTS ASSISTANT TECHNICIAN**

### **ENVIRONMENT - FISH & WILDLIFE**

The student will be involved in wildlife monitoring projects with emphasis on cumulative effects programs. This will include field and office based tasks to primarily support the Cumulative Effects Biologist with some opportunity to support additional ecological monitoring projects. Fieldwork will include travel to service camera monitoring sites and GIS-based data collection in a remote setting in central Yukon via helicopter and ground-based transportation. Additional fieldwork may include ecological data collection to support broad habitat initiatives within the city of Whitehorse and/or the communities. Office work will include logistics planning and organizing, data entry/management, image tagging and GIS analysis/mapping. The applicant should possess: experience working and travelling on the land/in the back country, including navigation; experience using Microsoft Excel and Word; experience using GPS units and GIS software; knowledge of Yukon landscapes, ecosystems and wildlife; knowledge of how to travel and work safely in remote areas in the Yukon; communicate effectively, follow directions, solve problems, and work as a member of a team.

This position is preferred to:

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

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

Conditions of Employment: Driver's license, travel, shift work/weekends. Hiking in a remote, setting, bushwhacking and carrying field gear, driving a work, vehicle, operating an ATV, lifting gear of no more than 40 to 50 pounds, possibility of travel by boat or small aircraft or helicopter. The Department of Environment will arrange first aid training, helicopter training, and support necessary to safely operate a field vehicle/ATV if required.

## **STEP-23019-G ENVIRONMENTAL EDUCATION PROGRAM ASSISTANT**

### **ENVIRONMENT - FISH & WILDLIFE**

A dynamic and fun summer awaits! Come work alongside the Environmental Education Specialist to develop and deliver exponential and environmental science based programming. In spring, this position will



dive into the Yukon curriculum and exponential education techniques through the coordination and delivery of programs for Yukon schools. Throughout the summer, this position will aid in the development and delivery of engaging educational programming, based on relevant concepts and issues pertaining to Yukon's natural environment. Collaboration opportunities, audiences and formats may include a combination of Wildlife Viewing programs, Y2C2, and EnviroWild camps, summer camps, festivals, public events, and assisting biologists with fieldwork. Programming concepts may include wildlife, climate change, water, play based education, First Nation ways of knowing, doing, and being, fieldwork methodologies, biodiversity and more. Working with these programs requires creativity, an outgoing, personality, and a strong desire to provide meaningful educational opportunities in person, in print, and online. Your goal is to bring a sense of wonder and curiosity to your audience when interacting with the environment. We want them to gain knowledge, develop their values and feel empowered to take responsible action in maintaining environmental health and integrity for a vibrant future.

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

Conditions of Employment: Driver's license, travel, shift, work/weekends, security check, first aid/CPR. Work will involve being outside for extended periods of time, sometimes an adverse weather conditions, such as wind, rain, snow, or insects.

### **STEP-23020-G FISHERIES FIELD TECHNICIAN** **ENVIRONMENT - FISH & WILDLIFE**

As the Fisheries Field Technician, you will work hands on helping a team of biologists and technicians conduct summer freshwater fisheries fieldwork across the Yukon. You will be travelling to remote areas of the Yukon by motorized boat, or helicopter to help with netting, fish stocking and monitoring programs. Day-to-day you will be responsible for assisting with field logistics, (preparation and demobilization of multi day field programs); collecting biological fisheries data through the safe handling of fish; deploying various fishing gear from boats and shore; collecting aquatic habitat and water quality data in lakes and streams; gear maintenance; organizing data and samples; and data entry. This position requires you to get your hands dirty (sampling fish), includes work that can be physically demanding at times (e.g., lifting nets, walking long distances, wading in water), and occurs in inclement weather. It is therefore necessary that all applicants have experience and are comfortable working or recreating in the outdoors, as well as a willingness to roll up their sleeves! This position also requires the capacity to work, varied, and long hours. Interest and passion for fishing are considered strong assets!

This position is preferenced to:

- persons of Yukon First Nations ancestry

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

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

### **STEP-23021-G HABITAT & ECOLOGICAL MONITORING TECHNICIAN** **ENVIRONMENT - FISH & WILDLIFE**

The Habitat & Ecological Monitoring STEP student will work on a variety of wildlife, habitat, and ecology projects which aim to quantify, classify, map, predict, and/or monitor the environment. This will include field and office based tasks to support Ecological and Land Classification, and Habitat programs. Fieldwork is expected to include biophysical and vegetation plot surveys; rare plant and ecosystem monitoring at various locations across the Yukon. Office work will include data entry into Biotics and Yukon Biophysical Inventory System (YBIS); processing and analyzing GIS and remote sensing data; and logistics planning and organizing for fieldwork. There will likely be opportunities to help with other projects in the unit such as remote camera trap monitoring and maintenance. The student will have the opportunity to gain experience in: the processes of developing ecological and landscape classification and map products; applying the scientific methods to understand spatial and temporal patterns and interactions between ecosystems and species; working in an interdisciplinary team with staff, contractors, and academia; applying landscape ecology to land-use planning and resource management; research, writing and presentation skills; application of ecological and landscape classification and map products through both direct hands-on field-based and desktop mapping project experience. The applicant should possess experience working and travelling on the land; using Microsoft Excel, Access and Word; and using GPS units and GIS software (e.g.

ESRI ArcGIS). The applicant should possess knowledge of Yukon landscapes, ecosystems, soil, vegetation and wildlife; and how to travel and work safely in remote areas in the Yukon.

This position has been preferred to:

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

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

Conditions of Employment: Driver's license, travel, shift work/weekend. The department will arrange First Aid training, helicopter training, and necessary support to safely operate field vehicle/ATV if required. Hiking in remote settings, bushwhacking and carrying field gear (day pack), driving a work vehicle, operating an ATV, lifting gear (no more than 40 to 50 pounds), possibility of travel by boat or small aircraft.

**STEP-23061-F WILDLIFE INTERPRETER FIELD ASSISTANT  
ENVIRONMENT - FISH & WILDLIFE**

Do you love Yukon wildlife? Do you want to share your knowledge with diverse audiences in outdoor settings? Join the Wildlife Viewing Program to learn and share information about our territories wild species. You will plan to deliver a variety of public programs focusing on native Yukon wildlife, including guided walks, presentations, children's events, demonstration, and online events. You will speak in front of public groups of various ages, interests, and backgrounds. You will create, engaging, wildlife themed, content for our social media channels, including Facebook, Instagram, and TikTok. You will research, plan and write an interpretive product, such as a brochure or sign focusing on Yukon wildlife. You will provide assistance with wildlife fieldwork, such as bat surveys or ground squirrel monitoring. You will travel to Yukon communities, sometimes on weekends, to deliver wildlife programming. You will work with a diverse group of professionals in the Fish and Wildlife branch, helping to take care of Yukon's wildlife and its habitat.

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

Conditions of Employment: Driver's license, travel, shift work/weekend/on-call, first aid. Student must be able to move quickly and efficiently over rough terrain and adverse conditions such as cold weather, rain, snow and wind. Some heavy lifting/manual labour is required to install signs, do light repairs to viewing platform, moving props, tables, and equipment from buildings to vehicles, and setting up displays. Student will also be provided with 4 x 4 training and ATV training.

**STEP-23022-G ASSISTANT PARK INTERPRETER - TOMBSTONE TERRITORIAL PARK (2 positions)  
ENVIRONMENT - PARKS (DAWSON)**

The Assistant Park Interpreter works closely with a team of interpreters to provide information interpretive services to park visitors. This includes interpretive programming and educates and raises public awareness of key park and conservation issues. They will conduct research, field investigations and collect materials to support programs (i.e. images, props, printing materials, maps, books). Programs may include interpretive talks, guided walks, informal roving interpretation, interpretive displays and special presentations. They will be comfortable using multimedia equipment, props, displays, and signs to enhance public awareness, and for promotional and educational value. The Assistant will respond to public inquiries on the park environment and appropriate use of facilities in back country, human wildlife and counters, as well as park regulations. Administrative duties will include issuing back country permits, recording wildlife sightings, visitor statistics and feedback to ensure safety and quality of experience for visitors as well as preservation of the natural and cultural environment. Maintenance duties include daily lighting fires and light cleaning. The Assistant will assist in the collection of images and data to support research and park promotion initiatives, including accompanying a park ranger, wildlife biologist or other professional in the field. They are expected to respond to emergency situations where appropriate and immediate action will be required in wildlife encounters or medical emergencies.

This position has been preferred to:

- persons of Yukon First Nations ancestry

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

Conditions of Employment: Driver's license, travel, shift work/weekends, first aid/CPR. Yukon Parks uniform policy applies and must be worn on duty. Staff must reside in staff cabins during their shifts. Cabins are basic with shared kitchen cabin facilities and an outhouse. Staff must share cleaning duties of shared kitchen space. Staff are responsible for their own transportation to and from job site in Tombstone Territorial Park. Cabins may occasionally be shared with visiting park staff.

**STEP-23023-G ASSISTANT PARK OFFICER**  
**ENVIRONMENT - PARKS**

Do you have a passion for Yukon's Environment? Yukon Parks is seeking a motivated and friendly individual to join our Park Officer team. The position will assist with patrols of Parks and campgrounds for compliance and enforcement by applying and enforcing provisions of relevant legislations. You will respond to and resolve public complaints/occurrences regarding activities on park land by taking appropriate action at the scene or followup investigation. Resolving conflicts with Park users is part of the duties. You will deliver current information and educational materials to the public and educate public/campground users to proper use and care of parks and safety methods for enjoying the outdoors safely (i.e. bear awareness). You perform random compliance checks, complete necessary reports and if required, testify in court. And very importantly, you will help protect park resources, engage and be part of the Park Officer team and ensure public safety by taking appropriate actions (ie. notification to staff, assist with animal/wildlife etc.).

This position has been preferenced to:

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

Field of Study: Completion of second year or higher in Environmental Science, Natural Resource Management, Conservation Enforcement or related field of study.

Conditions of Employment: Driver's license with clean abstract, travel, shift work/weekends, security check, first aid/CPR, lifting up to 25 kg. No criminal record including no history of environmental violations. Park Officer uniform and duty belt (supplied) must be worn.

**STEP-23024-G ASSISTANT PARK PLANNER (2 positions)**  
**ENVIRONMENT - PARKS**

As an Assistant Park Planner, you will be focusing on data and information gathering to inform park management planning and implementation of the Yukon Parks Strategy. You will be providing support and assistance to Parks skilled, passionate and diverse planning team. You will assist in gathering, compiling, and analyzing a range of data to support planning, conservation and recreation development initiatives in the branch. Your work will contribute to Parks Ecological Monitoring program, and will help connect research data in parks to park management outcomes. The Assistant Parks Planner will work in both an office environment and in the field environment in parks throughout the territory and significant driving and hiking will be required. An equal amount of time will be spent entering, compiling and analyzing data and preparing reports in order to provide useful information for Park management and planning purposes.

This position has been preferenced to:

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

Field of Study: Completion of third year or higher in Natural Sciences, Conservation Biology, Physical Geography or related field of study.

Conditions of Employment: Driver's license, travel, physically able to hike full days, at times for several days at a time.

**STEP-23062-F ASSISTANT PARK RANGER (NORTH REGION)**  
**ENVIRONMENT - PARKS (DAWSON)**

The Assistant Park Ranger will work with the North Region Park Ranger team to ensure the protection of natural and cultural resources, public safety and education, maintenance of trails and back country facilities,

as well as compliance and enforcement of legislation in Tombstone Territorial Park in north region campgrounds. Candidates will perform daily vehicle and hiking patrols including multi day, leave-no-trace back country hiking, safe field work practices, basic knowledge of carpentry, operation, repair and maintenance of equipment and facilities, as well as compliance and enforcement. Additional skills developed in this position include leadership, being a clear and concise communicator capable of providing visitors with direction on rules and regulations, safe travel information, educational programs, natural and cultural history. Helicopter experience is an asset. This position is located in Dawson City and accommodations are not provided.

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 Protected Area Management, Natural Resources, Conservation Law or related field of study.

Conditions of Employment: Driver's license, travel, shift work/weekend, security check, wilderness/first aid/CPR, Firearms Possession and Acquisition Certification required. Enforcement and firearms certification will be provided on the job. The applicant will be required to work evenings and weekends, ability to perform multi-day hiking patrols.

#### **STEP-23025-G WATER RESOURCES RESEARCH & FIELD ASSISTANT ENVIRONMENT - WATER RESOURCES**

The Water Resources Field and Research Assistant will be responsible for working as part of a team to manage and monitor water in Yukon. This position will be exposed to water management field and office work within the Water Resources Branch, in the disciplines of hydrology, water quality, hydrogeology, research and policy. This position will be responsible for assisting with hydrology, water quality and hydrogeology fieldwork. This will include conducting flow discharge measurements and water level surveys in support of hydrometric gauging station operations, collecting surface water samples during site audits and for baseline and trend analysis sampling, and ground water quantity and quality sampling for research, baseline and long-term objectives. Upon return from the field, this position will assist with lab work, data entry, analysis and reporting. This position will also assist in research, analysis and reporting of topical water management issues/interest in a Yukon context.

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

Conditions of Employment: Driver's license, travel, heavy lifting. The position may require steel toe boots and chest waders. Methods of travel ranges from 4x4 vehicles, small planes, helicopters, boats and on foot. Distances travelled can be long and tiring.

#### **STEP-23026-G INTERNAL AUDIT ANALYST - STUDENT EXECUTIVE COUNCIL OFFICE - GOVERNMENT INTERNAL AUDIT SERVICES**

The position will be utilized as a general support position for the Government Internal Audit Services (GIAS) branch. Duties of the position include: reviewing accounting records; examining systems and internal controls; assisting in the drafting of correspondence, findings, and advice/recommendations; preparing briefings to the audit committee, including recommendations to search records; securing documentation, tracking action items, and liaising with departments; general office administration (meeting minutes, bookings, filings, etc.); other items of note applicable to the position include: this position works in a secure and highly confidential office environment, that is not generally accessible to the public; in person presents at GIAS office will be needed with some opportunity to work remotely; project work is available; general support for internal audit engagement work.

This position is preferred to:

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

Field of Study: Completion of third year or higher in Finance, Data Analytics, IT Systems or related field of study.

Conditions of Employment: Driver's license.

**STEP-23027-G COMMUNICATIONS COORDINATOR**  
**EXECUTIVE COUNCIL OFFICE - YOUTH DIRECTORATE**

The Communications Coordinator will be responsible for: coordinating the Outstanding Youth Achievement Awards (OYAA's) - selecting award recipients from submitted nominations; designing, developing posters highlighting achievement of each award recipient; distributing posters. Updating the Government of Yukon's Compendium of Current Research and Monitoring. Work will involve getting confidence and working with the ArclInfo Storybook platform, and reaching out to government scientists to discuss their work and to ensure their projects are captured within their Compendium. The Communications Coordinator may also provide communication support to other branches within Executive Council Office such as: write content for the weekly Executive Council Office newsletter; assist with the department wellness committee initiatives; developing written products, assisting with event planning, and other responsibilities as required related to the government of Yukon's diplomatic and intergovernmental relations activities. Providing some general administrative tasks to the shared Youth Directorate/Major Project Yukon branches: organizing office, equipment and supplies; conducting office, safety inspections; organizing branch files.

This position is preferred to:

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

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

Conditions of Employment: Driver's license, travel, first aid/CPR is an asset, but not required.

**STEP-23028-G RECORDS, COMMUNICATIONS & CORPORATE SERVICES COORDINATOR**  
**FINANCE - DEPUTY MINISTER'S OFFICE**

The Records, Communications and Corporate Services Coordinator position provides an opportunity to post-secondary education students who would like to sample a number of diverse areas related to working in a government office environment. As part of a small department (under 100 staff), this position will have the opportunity to work on a number of files for a number of different branches, which runs from communications, marketing and records, to accounting, finance, and program evaluation. In the past, this position has had the opportunity to take the lead on large departmental initiatives like the United Way pancake breakfast. The individual serving in this position will also have the opportunity to present information and/or brief senior managers, and the deputy minister for the department as the department six provide as much real world experience as possible.

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

Conditions of Employment: This position may be required to lift boxes of up to 50 pounds.

**STEP-23029-G ADMINISTRATIVE & DATA ENTRY SUPPORT SERVICES**  
**HEALTH & SOCIAL SERVICES - COMMUNITY HEALTH PROGRAMS**

This position provides a range of day-to-day administrative services and data entry. This includes providing administrative report to management as well as confidential and sensitive services to members of the public accessing the program. This position will be responsible for assisting with data health entries into the programs Electronic Medical Records (EMR) system and performing accurate data entry of specific client – health information. Essential qualifications: education and/or experience working with databases and data entry skills, e.g., Microsoft access; education and/or experience with electronic medical record system and asset, e.g., Lexia; education and/or experience, providing administrative and reception services is an asset. Key competencies: good self-awareness around own strengths and limitations; teamwork, adaptability and communication skills. Learned opportunities: experience in providing administrative/clerical support; awareness of population based cancer screening programs; technological skills – experience, working with databases, and data entry is an asset; increase knowledge of and experience in different healthcare

environments; develops a solid understanding of confidentiality and experience in treating client matters with discretion and sensitivity.

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 Health Services, Business Administration, Computer Technology or related field of study.

**STEP-23030-G DENTAL HEALTH QUALITY ASSURANCE SUPPORT PERSON**  
**HEALTH & SOCIAL SERVICES - COMMUNITY HEALTH PROGRAMS**

Student will work closely with Dental Therapist and Dental Hygienist and quality improvement/assurance projects according to the recommendations put forward by the Quality Assurance Review done for the dental program in 2022. Projects may include, but are not limited to working on organizational practices, such as patient safety, IPAC policies and procedures, development, transfer of paper records and radiographs to an electric record system, data collection, database updates from excel and formulating best time management practices for school base program with limited staff. In this position, the student will: analyze existing data from various sources, including but not limited to health records, incident reports, quality assurance, log sheets for dental equipment (light cures, x-ray units, sterilizers, etc.), weekly service record spreadsheet and preventative maintenance reports. New data may also be collected by interviewing clients, staff, community partners/agencies/programs and completing literature reviews/research. Student will assist the Yukon children's dental program by streamlining data collection and making it more usable/versatile, and improving the quality of service delivery for clients. Keeping the dental IPAC standards at the forefront of this project will ensure that the dental program is meeting or exceeding Canadian standards.

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 Dental Health, Health Administration, Health Sciences, or related field of study.

Conditions of Employment: Driver's license, travel, security, check, lifting approximately 30 pounds.

**STEP-23063-F VACCINE PROGRAM STUDENT NURSE**  
**HEALTH & SOCIAL SERVICES - COMMUNITY HEALTH PROGRAMS**

Provides the Vaccine Program Manager and Community Health Nurse with support on: planning and coordinating immunization initiatives; supporting development of education and training materials for immunizers, HCPs and the public; help with administrative tasks, database, data entry and supply coordination. Provide support to the program manager: developing training and data cleanup. Learning opportunities include: knowledge related to vaccines from immunology to adverse events; program design, delivery and implementation; planning and managing projects. Candidate should have: interest in vaccines, vaccine preventable disease; interest in public health student placement and future career.

This position has been preferred to:

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

Field of Study: Completion of third year or higher in Nursing or Medicine.

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

**STEP-23031-G RECREATION THERAPY AIDE - DAWSON CITY**

**HEALTH & SOCIAL SERVICES - CONTINUING CARE**

The student will be assisting the therapy team to provide therapeutic recreational programming to Residents residing in McDonald Lodge. They may assist in group programming, individual programming, and assist in planning special events. Students may attend care conferences with the interdisciplinary team and support the implementation of those care plans from a physical, social, emotional or spiritual perspective. This position is located in Dawson City and accommodations are not provided.

This position is preferred to:

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

Field of Study: Completion of first-year or higher in Recreation, Gerontology, Music/Art Therapy or related field of study.

Conditions of Employment: Travel, security check, first aid/CPR, some lifting, may be exposed to cigarette smoke, pets.

**STEP-23032-G FIRST NATIONS LIAISON WORKER ASSISTANT (3 positions)**

**HEALTH & SOCIAL SERVICES - CONTINUING CARE**

As a part of the First Nations Liaison Worker team and under the direction in guidance of the Manager of First Nations Services, this position will work to support Indigenous residents to gain a strong sense of belonging and connection to their First Nations, Métis an Inuit culture while living in long- term care. A key piece of work involves conducting a review of the traditional food program in long-term care looking at best practice and gathering data through a variety of sources. You will be asked to provide evidence-based recommendations for increasing the quality of the traditional food program within continuing care. The assistant will also collaborate with the broader therapies team to plan and participate in cultural events and programming such as National Indigenous Day, harvesting and one-on-one time with residents. Students can expect to: gain experience in project planning including researching literature, exploring the patient experience, and presenting evidence-based ideas for quality improvement in First Nations Services in the long term care setting; increased understanding of the unique challenges and opportunities for Indigenous Elders living in long-term care; gain knowledge and experience in Yukon First Nations cultural practices in a long-term care home setting; build communication, assessment and evaluation skills.

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 Clinical Health (SW, nursing etc.), Indigenous Studies, Health Sciences or related field of study.

Conditions of Employment: Driver's license, travel, security check, First Aid/CPR, some lifting, may be exposed to smoke and pets.

**STEP-23033-G HOME CARE NURSING STUDENT**

**HEALTH & SOCIAL SERVICES - CONTINUING CARE**

Under the direction and guidance of a Registered Nurse or LPN, the student will provide support for basic nursing services for Home Care clients as well as developing health promotion and prevention programs for Home Care clients. They will also be involved in weekly Outreach nursing clinic. This will include research, planning and assistance in various therapeutic activities, as well as providing general support to the nursing team in the Home Care programs.

Field of Study: Completion of third-year or higher in RN Nursing Program.

Conditions of Employment: Driver's license, travel, security check, TB testing, first Aid/CPR, some lifting, exposure to smoke, pets. Dress code.

**STEP-23034-G HOME CARE THERAPY ASSISTANT**

**HEALTH & SOCIAL SERVICES - CONTINUING CARE**

Under the direction and guidance of physiotherapist and/or occupational therapist, the student will primarily provide client and program support for home care clients. This will include assistance in various therapeutic activities, organizing and repairing adaptive equipment, research and data entry and analysis related to home care programs.

Field of Study: Completion of third year or higher in Therapy programs (OT, PT, SLPN), Kinesiology, Physical Education or related field of study.

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

**STEP-23035-G LONG TERM CARE HOME NURSING STUDENT (3 positions)**

**HEALTH & SOCIAL SERVICES - CONTINUING CARE**

Under the direction and guidance of senior staff, the student will assist residents in Activities of Daily Living (ADLs) provide direct nursing/personal care, and work closely with team members and family to promote increased quality of life for residents. The student will assist in outings, therapy programs, feeding, social, leisure and rehabilitation programs.

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

Conditions of Employment: Travel, security check, TB testing, some lifting, maybe exposed to cigarette smoke, pets.

**STEP-23036-G POLICY RESEARCH ASSISTANT**

**HEALTH & SOCIAL SERVICES - CONTINUING CARE**

In this position you will: complete jurisdictional scans; conduct literature reviews; work collaboratively with continuing care staff to review existing and develop new policies as appropriate; analyze existing data from various sources including: CCRS/HCRS database, incident reports and preventative maintenance reports, Accreditation Canada, the Canadian Patient Safety Institute, the Canadian Institute for Health Information, Health Canada, and other jurisdictions as needed; collect new data by interviewing a variety of people, including staff, residents/clients, families, and community partners; create tools, such as decision trees, process maps and evidence-based recommendations; create/update educational material on required organizational practices. Skills that you will obtain: learn to collect, interpret, analyze and evaluate information to make recommendations to senior management; build research skills in a healthcare setting; obtain process mapping skills in Visio.

Field of Study: Completion of third year or higher in Health Sciences, Health Administration, Clinical Health (RN, Med, etc.) or related field of study.

Conditions of Employment: Driver's license, travel, security, check, TB, testing, heavy, lifting, and bending, exposure to pets and smoke.

**STEP-23037-G RECREATION THERAPY ASSISTANTS (3 positions)**

**HEALTH & SOCIAL SERVICES - CONTINUING CARE**

The student will be assisting Recreation Therapists and Recreation Therapy Assistants to provide therapeutic recreational programming to Residents residing in Continuing Care facilities. They may assist in group programming, individual programming, and assist in planning special events. Students may attend care conferences with the interdisciplinary team and support the implementation of those care plans from a physical, social, emotional or spiritual perspective.

Field of Study: Completion of first-year or higher in Recreation, Gerontology, Music/Art Therapy or related field of study.

Conditions of Employment: Travel, security check, TB testing, first aid/CPR, some lifting, may be exposed to cigarette smoke, pets.



**STEP-23064-F HEALTH CARE RESEARCH AIDE**

**HEALTH & SOCIAL SERVICES - CONTINUING CARE**

In this position you will: analyze existing data from various sources: healthcare records, HCRS/CCRS, databases, incident reports, and preventative maintenance records; collect new data by interviewing a variety of people, including staff, residents/clients, families, and community partners/agencies; complete literature, reviews; create tools, such as decision, trees, process, maps, based on evidence-based recommendations; create/update, educational materials on required organizational practices; administer the resident/client experience surveys. Skills that you will obtain: learn to collect, interpret, analyze and evaluate data to make recommendations to senior management; build research skills in a healthcare setting; obtain process mapping skills in Visio.

Field of Study: Completion of third year or higher in Health Sciences, Health Administration, Clinical Health (RN, Med, etc.) or related field of study.

Conditions of Employment: Driver's license, travel, security check, TB testing. Exposure to pets and smoke.

**STEP-23038-G FINANCE & PROGRAM ADMINISTRATION CLERK**

**HEALTH & SOCIAL SERVICES - INCOME SUPPORT UNIT**

The Finance and Administration Clerk is responsible for performing a variety of financial operations duties, providing customer service to the public and clients of the Income Support Unit (ISU), Community Outreach Services (COS) and Disabilities Services (DS). The incumbent maintains client records and unit files, and provides program management and administrative/records management support for ISU. The incumbent responds to the public and clients who are in financial need and/or crisis, including clients who may have mental health issues, cognitive or physical disabilities, and/or potentially aggressive and volatile behavior, in a sensitive and respectful manner.

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

Conditions of Employment: Security Check

**STEP-23039-G SOCIAL WORKER**

**HEALTH & SOCIAL SERVICES - SOCIAL SERVICES**

The Social Worker should be motivated, collaborative, and committed to providing supports to clients who require assistance in the areas of income support, employment, crisis management, and community living. The Social Worker provides case management and coordination services, social assistance, employment support and disability related supports with the goal of increasing independence and inclusion in the community. Other responsibilities may include: participating in the development and implementation of branch services, and providing liaison and resource assistance to professionals, paraprofessionals, and the general public.

Field of Study: Completion of third year or higher in Social Work, Social Sciences, Psychology or related field of study.

Conditions of Employment: Security check. This position serves clients from vulnerable populations, including individuals with mental health and substance use challenges and physical and cognitive disabilities. The incumbent must have the ability to immediately assess a client's current state of well-being or potential crisis and be able to manage any challenging behaviours and de-escalate individual crisis. This position is expected to have a range of de-escalation in crisis management skills, and will work within the scope of their professional practice to manage and support clients in distress.

**STEP-23040-G PROGRAM FACILITATOR**

**HEALTH & SOCIAL SERVICES - YOUTH SUPPORTS AND SERVICES**

The Program Facilitator, Youth Achievement Center (YAC), is responsible for developing, implementing and evaluating a variety of programs and services for youth involved with the Youth Criminal Justice System, Child Welfare System, and at risk community youth attending the Youth Achievement Centre through the development, delivery, and evaluation of education, life skills, vocational, and recreation programs and services. Provide learning opportunities and experiences to young persons in conflict with the law and at youth risk including developing, implementing, and facilitating individual program goals/objectives,

establishing behavioural contracts with youth, teaching alternatives to disruptive behavior, mediate conflict, teaching youth in various areas i.e. social, academic, recreation, cultural awareness, etc., while ensuring program safety standards are maintained. Facilitate and participate in various activities while engaging and supervising youth in these activities. Program activities are facilitated to: build self-esteem, have positive role modeling, encourage respect, and responsibility, accountability of actions. The student may be exposed to emotional and angry youth who may at times be physically or verbally aggressive. Exposure to information that may be traumatic in nature is prevalent. The student is required to be physically fit in order to facilitate and participate in various outdoor and indoor activities while engaging and supervising youth in activities such as mountain biking, hiking, canoeing and other sports. The student may assist with a vocational program and be expected to partake in supporting youth constructing mountain bike trails. This can be physically demanding labour while being exposed to the elements. Overnight camping/field trips may be required.

This position is preferred to:

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

Field of Study: Completion of third year or higher in Child and Youth Care, Social Work, Experiential Education or related field of study.

Conditions of Employment: Driver's license, travel, security check, medical clearance, TB testing, first aid/CPR, lift up to 50 pounds.

#### **STEP-23041-G BUSINESS ANALYST**

##### **HIGHWAYS & PUBLIC WORKS - INFORMATION & COMMUNICATIONS TECHNOLOGY**

Reporting to the Enterprise Architect, within the ITC (Information, Communications and Technology) branch, this role will work directly with business units across the organization to develop quality functional specifications, business process maps, perform analysis, generate reports and recommend best technical approaches. This position will also work with IT developers to ensure the solution satisfy functional requirements. To be successful in this developmental role we are looking for someone with a demonstrated, basic, technological aptitude and the following: proficiency in Microsoft, 365 Suite; excellent analytical skills, and ability to think creatively; intermediate experience with MS office products, and heavy emphasis on Excel and PowerPoint; ability to use queries and report generating tools. If you are a motivated student looking to develop highly sought after business analyst skills – join our dynamic and innovative, information, technology and communications team and take your future to the next level!

Field of Study: Completion of third year or higher in Information Technology, Computer Science, Business Administration or related field of study.

Conditions of Employment: Travel outside of Whitehorse may be required.

#### **STEP-23042-G INFORMATION SECURITY ANALYST**

##### **HIGHWAYS & PUBLIC WORKS - INFORMATION & COMMUNICATIONS TECHNOLOGY**

As an Information Security Analyst, you will gain exposure to the exciting and highly in demand field of cyber security. A member of the ICT security team, your daily activities will include investigating security incidents flagged by the SOC & SIEM, conducting vulnerability assessment on government systems, doing forensic analysis of suspected breaches, working with the government security platforms, and many other cyber security related functions.

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 Information Security, Computer Science, Information Technology or related field of study.

**STEP-23043-G      PROCUREMENT SUPPORT OFFICER**  
**HIGHWAYS & PUBLIC WORKS - PROCUREMENT SUPPORT CENTRE**

The Procurement Support Centre provides leadership and support to Yukon government employees in making good procurement decisions. As a Procurement Support Officer, you will help with the day-to-day operations of government procurement. This position will provide support to Government of Yukon Procurement authorities, businesses, and Yukon First Nation governments when it comes to procurement. Specific tasks include providing administration, responding to inquiries, conducting research and reviewing tender packages. Projects may involve implementation of the Yukon First Nations Procurement Policy, business improvement initiatives or research and reporting. The Procurement Support Centre is a dynamic work environment with a supportive group of colleagues. We expect our team members to take initiative and bring their critical thinking and creative problem-solving skills to the table. We expect you to have excellent written and oral communication skills and a good sense of curiosity. You'll get experience working with a team to engage stakeholders, improve processes, conduct research, and present your results to senior leaders.

This position is preferred to:

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

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

**STEP-23044-G      ADMINISTRATIVE ASSISTANT**  
**HIGHWAYS & PUBLIC WORKS - TRANSPORTATION & ENGINEERING**

Reporting to the Office Manager this position is responsible for reception at the Transportation Engineering branch and provides clerical support to branch staff. Distribution of incoming mail, greeting visitors/contractors, answering and redirecting phone calls, making travel arrangements for branch staff, maintaining various filing systems, assist with the branch fleet vehicle requirements, submitting building service request and liaises with Property Management personnel for routine building maintenance matters and making arrangements for the disposal of recycling. Records management, assisting with the cleanup of the record trailer, including building shelves, entering information into the record system, labelling files in boxes, and then placing boxes in the record trailer. Safety program, assists the secretary, and learn to perform their duties for the Joint Health and Safety Committee, assist the JHSC Inspectors and Gatekeeper to learn more about the HPW Transportation Division Safety program.

This position is preferred to:

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

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

Conditions of Employment: Driver's license, heavy lifting, dusty conditions.

**STEP-23045-G      ENGINEER IN TRAINING - BRIDGE UNIT**  
**HIGHWAYS & PUBLIC WORKS - TRANSPORTATION & ENGINEERING**

Tasks will include: bridge construction inspection; bridge inspection; traffic control; reporting; data entry; drafting; contract preparation. New skills and learning opportunities: safety training; safety procedures around bridges; civil discipline topics.

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

Conditions of Employment: Driver's license, travel, shift work/weekends. First aid/CPR would be an asset, however, will be provided if the student does not have it.

**STEP-23046-G      PLANNING TECHNICIAN**  
**HIGHWAYS & PUBLIC WORKS - TRANSPORTATION PLANNING**

The Planning Technician carries out or participates in inspections, investigations and other activities to support the Transportation Division's Asset Management system for assets, such as road services, drainage, culvert, signs, and others. They apply asset management practices, techniques, technology and tools. Areas of involvement may include asset inventory and assessment, operational and capital planning,

and corridor planning and other transportation related data analysis and management. The Planning Technician works primarily in the field, travelling throughout the Yukon, for periods up to five days, typically with some overtime. Information is collected and recorded using ESRI software, which is then uploaded to enterprise asset management software. When not in the field, the technician assists more senior staff in analyzing and compiling data from other sources, such as CAD drawings, spreadsheets, or GIS data. An understanding or familiarity with highway construction, design, or maintenance would be helpful.

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 Engineering, Asset Management, GIS or related field of study.

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

### **STEP-23047-G PROGRAM ASSISTANT & PROJECT DEVELOPMENT COORDINATOR JUSTICE - PUBLIC SAFETY & INVESTIGATIONS**

The Department of Justice, Public Safety and Investigation (PSI) branch is looking for students who thrive on tackling diverse challenges in a unique environment. PSI offers opportunities to students to gain valuable experience in crime prevention, enforcement, and community safety. Students will be given the opportunity to cultivate their skills and knowledge by being paired with experienced employees who will provide feedback during the work term. They have the opportunity to broaden their knowledge and experience through various federal, provincial and territorial (FPT) working group meetings. The student will assist the Public Safety and Investigations team with planning and coordinating the Yukon Policing Council meetings and events. There will also be the opportunity to assist with the coordination of the community safety award ceremony. Smaller task may include notetaking in various FPT meetings; digital file organizing; and physical records inventory. The incumbent will assist a coordinator to develop public awareness, communications and community level programming to provide innovative leadership in coordination with law-enforcement and intervention initiatives, at the provincial/territorial, municipal, and community levels. Desired skills, abilities, and personal suitability: analytical, research and problem-solving skills; foundation in corporate communications, public administration, or business administration skills; writing, notetaking, typing, and social media skills will be useful; familiarity with performance measurement, statistics interpretation, and/or project management will also assist the branch.

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 Corporate Communications, Business Administration, Project Management or related field of study.

Conditions of Employment: Travel, security check. The only security requirement is a basic criminal record check.

### **STEP-23048-G STUDENT VICTIM SERVICES WORKER JUSTICE - VICTIM SERVICES**

This position supports Victim Services staff in providing victims of crime with support, information, counseling, referrals and assistance to advocate on their own behalf. The position works with the RCMP and other justice partners within the Criminal Court System and with community agencies providing support to victims. This position includes attending court, documenting court outcomes, providing information to victims, responding to crisis and assisting workers with special projects through research/collating information. This position is based in Whitehorse and may require some travel to Yukon communities to provide victim services.

This position is preferred to:

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

Field of Study: Completion of fourth year or higher in Social Work, Criminology, Psychology or other related field of study.

Conditions of Employment: Security check.

**STEP-23049-G POLICY & COMMUNICATIONS INTERN**  
**LEGISLATIVE ASSEMBLY - YUKON PARTY CAUCUS**

Under the supervision of caucus staff, the intern will assist research of relevant policy issues and reports for Yukon Party caucus members. The intern will support caucus members and staff in recording, researching and following up on constituency case work through various means.

Constituency work could include attendance and planning for community meetings, barbeques or events, as well as an option to travel to Yukon communities. They will assist in media monitoring, development of media products, and social media planning and management. The successful applicant will learn about the legislative process, community relations, media relations, policy development and research, as well as the practical dynamics between elected officials, political staff, the public and government.

Field of Study: Completion of the second year or higher in Political Science, Communications, Public Administration or related field of study.

**STEP-23050-G EVENT PLANNING & COMMUNICATIONS ASSISTANT**  
**PUBLIC SERVICE COMMISSION - COMMUNICATIONS, ENGAGEMENT & STRATEGIC INITIATIVES**

The Public Service Commission is responsible for organizing multiple large events throughout the year to recognize the work and commitment of Yukon government public servants. These include the Premier's Award of Excellence and Innovation, Public Service Week and the Long Service Awards. This position would be responsible for the planning, logistics and coordination of these events. As a member of the communications team, the position would also provide support on communications tasks such as website, updates, blog, post and content creation (writing, photos, video).

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 Hospitality, Communications, Human Resources or related field of study.

**STEP-23051-G PAY AND BENEFITS SPECIALIST**  
**PUBLIC SERVICE COMMISSION - COMPENSATION AND CLASSIFICATION**

As a part of the Public Service Commission, the Compensation & Classification branch provides pay expertise in the areas of compensation, employee pay, pension, benefits, research and analysis. Utilizing PeopleSoft computer application, coordinators manage departmental portfolios, ensuring that all employees received correct remuneration and benefits.

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 Human Resources, Business Management or related field of study.

Conditions of Employment: Security check.

**STEP-23052-G PAYROLL SPECIALIST**

**PUBLIC SERVICE COMMISSION - COMPENSATION AND CLASSIFICATION**

The Payroll Specialist position forms part of the team who is responsible to ensure the accurate and timely delivery of pay for Yukon Government employees of all tenures. This position performs verification audit responsibilities conforming to strict quality standards and timelines in accordance with the provisions of Collective Agreement, Section M, legislation, Canada Revenue Agency, and Service Canada requirements.

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 Human Resources, Business, Accounting or related field of study.

Conditions of Employment: Security check.

**STEP-23053-G ARCHAEOLOGY ASSISTANT**

**TOURISM & CULTURE - CULTURAL SERVICES**

The incumbent will assist in archaeological field survey and excavation in various locations in Yukon, and will undertake routine archaeological collections analysis and laboratory work in Whitehorse, including cataloging, mapping, research and database maintenance. Assistance in the supervision of secondary school students may be required in certain field projects. Willing to work outside and camp in remote locations, inclement weather, insect harassment and wildlife may be encountered. Some heavy lifting will be required. Hiking over rough terrain and physical labour can be expected. Travel in fixed and road right wing aircraft, boats, and all-terrain vehicles may be necessary

Field of Study: Completion of second year or higher in Archaeology or Anthropology (archaeology focus).

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

**STEP-23054-G ARTS PROGRAM ASSISTANT**

**TOURISM & CULTURE - CULTURAL SERVICES**

The Arts Section is looking for a dynamic and creative individual wanting to share their passion for the arts with the Yukon public. The position will enhance our team in the areas of art collection management, community engagement arts funding research. The Arts Section oversees the care and management of Yukon government art, including the Yukon Permanent Art Collection (YPAC). The student will assist the Art Curator in collection management with responsibilities such as accessioning, research, photo documentation and shipment and storage of artwork. The Arts Section wants to expand the collection's online presence in order to increase public awareness. The student's experience with generating creative content for websites and sharing information through social media will support these areas of work. Assisting with art installations, promoting Arts Section projects, and interacting with the arts community are a few of the additional opportunities the student will undertake. The Arts Section also supports the arts community through a variety of arts funding programs. The incumbent will research funding trends, statistics, stories and outcomes as the basis of creating a strategy for sharing the findings with the public.

Field of Study: Completion of second-year or higher in Fine Art, Museum Studies, Arts Administration or related field of study.

Conditions of Employment: Driver's license, travel, ability to lift up to 50 pounds.

**STEP-23055-G EDUCATION AND PROGRAM ASSISTANT**

**TOURISM & CULTURE - CULTURAL SERVICES**

The Education and Program Assistant (EPA) will assist the Yukon Beringia Interpretive Centre's (YBIC) Program Coordinator with evaluating, beta testing, and refining curriculum based education programs as designed. The EPA will contact grade specific programs in real class settings, collect feedback from teachers, students and YBIC interpretive guides to work on various program tweaks. This position will help demonstrate proof of concept, and the viability of launching full scale grade specific programs in the future the EPA will also assist with researching and developing other educational, interesting and fun programs

that can be used in various other program settings for the YBIC, including its popular winter programming series. The EPA will also assist with day-to-day operations at the center.

Field of Study: Completion of second year or higher in Education, Museums, Paleontology or related field of study.

Conditions of Employment: Security check.

**STEP-23065-F HISTORIC SITES RESEARCHER**  
**TOURISM & CULTURE - CULTURAL SERVICES**

The Historic Site Researcher will assist Historic Site Unit staff to research and document heritage resources throughout Yukon to ensure that the Yukon Historic Sites Inventory (YHSI) is comprehensive and current. The position prepares research reports on specific heritage sites and conducts research on architectural, economic, industrial and social histories of Yukon communities and historic sites. The position conducts fieldwork throughout the Yukon to document sites by measuring, describing and photographing them for inclusion in the YHSI. Site visits will be supplemented with research, photos of the catalogs and site plans develop from field notes. The position may assist other Historic Site staff with researching other projects and communication on other projects and at events

Field of Study: Completion of second year or higher in Cultural Resource Management, Anthropology, History or related field of study.

Conditions of Employment: Driver's license, travel, shiftwork/weekends, first aid/CPR. Must be physically able to hike up to 5 km in remote locations in difficult terrain. Field Safety Training will be required prior to conducting field work, and will be provided by the employer such as Wilderness First Aid, Helicopter Safety, InReach Training, UTV Training, etc.

**STEP-23056-G PALAEOLOGY RESEARCH ASSISTANT**  
**TOURISM & CULTURE - CULTURAL SERVICES**

The Palaeontology Assistant will assist the Yukon Palaeontology Program with the collection, cataloguing and maintenance of Yukon fossils. Typical office will take place in the laboratory and will include the preparation, cataloguing and identification of fossils as well as entry of data into an electronic database. This position principally assists with laboratory collections and research. Potential fieldwork may take place in Dawson City, Old Crow River, Herschel Island and Ross River. Base camp may include tent camping, recreational vehicle camping or hotels. Fieldwork entails driving on highway and unmaintained roads, boating, helicopter and fixed wing. A typical day in the field includes searching for and collecting fossils, carrying fossils from localities to vehicle, engaging with the public and curing/packing the fossils for transport to the lab.

Field of Study: Completion of second year or higher in Palaeontology, Biology or Archaeology.

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

**STEP-23057-G RESEARCH & COMMUNICATIONS ASSISTANT**  
**WOMEN & GENDER EQUALITY DIRECTORATE**

The incumbent will work closely with Women and Gender Equality Directorate (WGED) staff on a variety of projects addressing the strategic goals and objectives of the WEGD. Projects may include work on social media and communications strategies, assistance with public education campaign, research for policies and programs and evaluation of current initiatives. The incumbent will work closely with WGED staff and will liaise with non- government organizations and government officials.

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 Gender Studies, Communications, Social Science or related field of study.