



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Student and CO-OP: Policy and Foreign Relations

Job ID	23- 968-STU-PFR-03-2462	
Web Address	https://careers.indigenous.link/viewjob?jobname=23- 968-STU-PFR-03-2462	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2022-06-09	To: 2050-01-01
Job	Type: Full-time	Category: Public Administration

Description

Closing Date 2022-09-30
Reference Number 23- 968-STU-PFR-03
Job Category Co-op
Who Can Apply Canadian Citizens

Location Ottawa, Ontario
Salary Range Hourly Salary
Status Term - 4 to 16 months
Language Requirement Various

Job Summary

The Canadian Security Intelligence Service (CSIS) is looking for students who thrive on tackling diverse challenges in a unique environment. If you are up for the challenge and want to join one of our highest performing teams, there is no doubt that your contributions to CSIS will provide a meaningful impact to our mission of helping keep Canadians safe against national security threats. The Service is building a workforce which is representative of the Canadian society and foster diversity and inclusion. Also, it is dedicated to establish positive policies and practices related to hiring, training, promoting and retaining designated group members ensuring that employment-related needs of all persons are reasonably accommodated. CSIS offers opportunities to students to gain valuable experience in policy and governance, with the possibility to return for multiple placements. 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 will have the opportunity to broaden their knowledge and experience before choosing a career specialization. **POLICY AND FOREIGN RELATIONS (Ottawa Only)**

Students will assist with the following:

- Support the development and coordination of strategic policy and/or foreign arrangements and relations files and by providing related advice to senior management, including recommendations on the management of Cabinet and Parliamentary business, foreign travel and/or allied engagement.
- Prepare briefing material, speeches, correspondence and/or presentations for the Director and/or Minister and senior officials for meetings with domestic colleagues and counterparts, and/or foreign partners.
- Formulate and participate in the drafting of Cabinet documents (such as Memoranda to Cabinet, Aide-Memoire, talking points, decks).
- Conduct relevant consultations on matters before Cabinet and in Parliament, or in advance of Executive foreign visits and travel, in order to develop and set appropriate Service positions and objectives.
- Research, analyse and interpret Cabinet documents, Parliamentary committee reports, foreign reporting and messages, and/or other documents.
- Assist in the coordination and preparation of Executive foreign travel and visits.
- Assist in the development and implementation of communication strategies. This might include coordination with media and stakeholders.

- Maintain a constant, broad awareness of current national security media environment and developing political and policy issues - foreign and domestic that could impact upon CSIS.

Education

Undergraduate degree or College Diploma programs including but not limited to the following areas of study:

- Political Science
- Strategic Studies
- Public Administration
- Communications
- Journalism

Master's degree in a relevant field will be considered an asset.

Experience

Candidates with experience with the following is preferable:

- Providing strategic advice, conducting analysis and making recommendations.
- Compiling and analyzing information to support the development of policies or the coordination of initiatives.
- Collaborating and coordinating with stakeholders.
- Writing and editing communication products for various audiences. This includes social media content, communication plans, fact sheets, backgrounders, media responses and media lines.
- Ability to work under pressure, prioritize and meet tight deadlines

Experience with social media platforms and management tools such as Twitter, Facebook, LinkedIn, Hootsuite and Instagram is considered an asset.

Competencies

- Analytical Skills
- Communication
- Interpersonal Skills
- Judgement
- Problem Solving

Conditions of Employment

Applicants must be registered as a full-time, post-secondary student in an accredited academic institution recognized in Canada. Priority consideration will be given to those enrolled in an accredited co-op/internship program.

Notes

How to submit application: Applicants MUST include the following information in their cover letter in order to be given further consideration:

- Location of interest: Please note you can only select one (1). Available locations are indicated at the top.
- Travel costs benefits may apply. Further information will be disclosed during the interview process.
- Job Category: Applying for a co-op placement, internship (specific to current program enrollment) or student job.
- Availability: What is the length of your term (4, 8, 12 or 16 months)
- Studies: What is your current year of study and your expected graduation date

Tips for your Cover Letter and Resume:

- Tell us your story: why do you want to work for CSIS
- Work objectives.
- Technical abilities (where applicable).
- Volunteer or work Experience (where applicable).
- Projects (where applicable).

Various language requirements.

We encourage all interested candidates to apply.

Second language evaluation tests might be administered. At CSIS, we are not looking to simply fill student placement

positions every four months. Our program is designed to identify and develop potential full-time employees. Candidates are asked to apply only once, due to the high volume of applications received. Failure to provide requested information may result in the rejection of your application. While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home.

Reference Links

Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit [CSIS for Student and CO-OP: Policy and Foreign Relations](#)