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
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Description

The Internship Program

You would work in a division of the Parliamentary Information and Research Service. The Service provides parliamentarians with news, reference, research and analysis services and is responsible for public education, outreach and visitor services on behalf of the Parliament of Canada.

Depending on the division where you are placed, the program will provide you with:

•greater knowledge of the Canadian parliamentary system

•the chance to learn about the legislative process

•the opportunity to help strengthen information and research assistance available to Parliament and the public

•experience in providing public education programming about Parliament

•opportunities to develop skills in communicating with public audiences

We provide training throughout the internship.

•In September:

—an orientation program to learn about Parliament and the Library of Parliament

—training in the use of the Library's resources

•During the year (and depending on where you are assigned), opportunities to learn about:

—parliamentary committees and associations

—parliamentary procedure and the legislative process

—media monitoring services offered to parliamentarians

—heritage interpretation and public education

You would also participate in a study visit to a legislature in another jurisdiction to learn how that legislature, in particular its legislative library, conducts its business.

The Work

Depending on your area of expertise and interest and the needs of the Library, you will be assigned to work in one of these Parliamentary Information and Research Service divisions:

•Economics, Resources and International Affairs

•Legal and Social Affairs

•Public Education Programs

•Reference, Current Awareness and User Services

Experience

You must:

•have graduated with a degree from a recognized university between January 2018 and June 2020

•be a Canadian citizen or a permanent resident

•have a strong academic record

•have an interest in Parliament, the public policy process, or public outreach and education

•be objective and non-partisan

•possess good interpersonal skills

Work Environment

Office work setting

Other

The Library of Parliament promotes equity, diversity and inclusion in its workplace and encourages applications from all qualified individuals. In filling one of the positions, preference will be shown to a qualified candidate who self-identifies as Indigenous.

Indigenous candidates are invited to self-identify on the application form.

Questions Contact Human Resources at 613-617-0943 or LOPCareers-CarrieresBDP@parl.gc.ca.

Note: We will consider only complete applications (which include the application form and all supplementary documents).

Please visit our website for full details along with FAQs for the Library of Parliament Internship Program at https://lop.parl.ca/sites/jobs/default/en_CA/internship.

How to Apply

You must provide:

•a completed application form

•your curriculum vitae

•a 200–300-word essay describing why you would like to be an intern at the Library of Parliament

•an example of your written work (maximum of 3,000 words)

•an unofficial transcript of your university record

•the names of three references, your relationship with them and their contact information

Please send your application package:

By email: LOPCareers-CarrieresBDP@parl.gc.ca

If you apply by email, please quote "Staffing Process 19-LOP-401_FIRSTNAME_LASTNAME" in your subject line.

OR

By mail:

Library of Parliament

Human Resources Directorate

50 O'Connor Street

Ottawa, ON K1A 0A9

If you are selected during this process, you will be required to:

•undertake an evaluation of your second language oral proficiency, as preference will be given to candidates who can communicate orally in both official languages

•participate in a telephone or Skype interview that will consist of behavioural, situational or knowledge-based questions

•complete a satisfactory reference check

•obtain a successful pre-employment screening

•provide scanned or photocopied proof of Canadian citizenship or permanent residency