

SUMMER EMPLOYMENT OPPORTUNITY

(Post-secondary students)

DFO-KMKNO NS Mi'kmaq Internship Program

NS Mi'kmaq Summer Student Internship

The DFO-KMKNO Nova Scotia Mi'kmaq Internship Program is **NOW** seeking applications from students for summer employment. The employment is scheduled from May to August 2017. The potential locations of employment are Dartmouth, Sydney, and Yarmouth offices of Fisheries and Oceans Canada (DFO). Please note that other locations in Nova Scotia may be accommodated. This will be discussed with selected candidates once screening has been completed.

Kwilmu'kw Maw-klusuaqn Negotiation Office/Mi'kmaq Rights Initiative (KMKNO) is collaborating with DFO in this Program and is conducting the recruitment/outreach for the hiring process and the screening of the candidates. Interviews will be conducted by an Assessment Board comprised of KMKNO and DFO staff. The successful candidates will be employees of DFO.

Eligibility: To be eligible for this opportunity, you must be an **Aboriginal person who is a member of a Nova Scotia Mi'kmaq band** and must meet the **Candidate Credentials** outlined in the attachment.

Employer: DEPARTMENT OF FISHERIES & OCEANS - Government of Canada

Locations: While DARTMOUTH, YARMOUTH and SYDNEY are the main locations for consideration, other locations in Nova Scotia may be accommodated as above-mentioned.

Period of employment: Up to 90 working days from May – August 2017

Wage: Minimum of \$20.95 per hour for a full-time work week at 37.5 hours per week.

Eligibility: Students must be Nova Scotia Mi'kmaq who are starting, or returning to, university/college in September 2017. In addition, candidates who are selected to proceed to the interview process will be required to go through a mandatory security screening process, including fingerprints.

Deadline: Monday, February 20, 2017

TO APPLY: Candidates must submit the following by midnight on **Monday, February 20, 2017:**

- 1) *Cover Letter and Resume*
- 2) *References (2)* -- Please include the name, phone number, and email address of two references.

Submit the above-noted information directly to:

Tina Paul
75 Treaty Trail
Millbrook, NS
B6L 1W3

Phone: (902) 843-3880

Fax: (902) 843-3882

Email: tinapaul@mikmaqrights.com

For additional information, please contact Jean Knockwood at jeanknockwood@mikmaqrights.com or at 902 843-3880.

CANDIDATE INFORMATION FORM

Name: _____ Home Phone: _____ Cell: _____

Mailing Address: _____

Postal Code: _____ Email Address: _____

Additional Contact Information: _____

NS Mi'kmaq Band Affiliation: _____

Post-secondary Education Information for Fall, 2017

Highest level of education currently attained: _____
(Grade 12, Degree(s), Diploma(s), Certificate(s), Other)

Name and location of college/university you will attend in fall, 2017:

Program: _____ Major/minor: _____
(Degree/Diploma/Certificate)

Date classes begin: _____ Year of Study: _____ Planned graduation year: _____

If acceptance is not yet confirmed, date that your application was submitted: _____

Please submit copy of acceptance letter, once received, to address below.

Technological Skills

What level of skill do you have in using the following computer software? Rate yourself as a **Beginner, Intermediate or Advanced** user for each category:

Word processing: _____ Spreadsheet: _____
(such as Word or WordPerfect) (such as Excel or Lotus)

Presentation/Graphics: _____ Email: _____
(such as PowerPoint, Photoshop, CorelDraw) (such as Outlook, Hotmail, Gmail)

Planning Details (Place an X next to preference)

In which locations in NS are you able to work? (If more than one location, please note first, second, and/or third preference.)

Dartmouth _____ Sydney _____ Yarmouth _____

Other location (please write in location) _____

What is the earliest date in May/June, 2017 that you are available for work? _____

What is the latest date in Aug./Sept., 2017 that you are available for work? _____

Occupational Interests

What occupations or occupational fields are you interested in exploring as potential career choices (*list in order of preference*):

- 1. _____
- 2. _____
- 3. _____

Participant Needs

Fisheries and Oceans Canada is committed to accommodating the needs of persons with disabilities. We therefore encourage persons with disabilities to identify any needs they have to participate in this selection process and, if offered an internship, for the performance of duties as an intern. Fisheries and Oceans Canada has an Accommodation Policy and will accommodate up to the point of undue hardship for the duration of the selection process, and upon any offer of employment, for the performance of duties in the position.

Do you have any health or physical limitations that may hinder your performance during any phase of the interview or assessment process? Yes _____ No _____

If yes, what specific needs do you have in order to participate fully in the interview and assessment process? _____

Completed on _____ by _____
(Date) (Signature)

Please complete this form and submit it along with the Cover Letter and Resume, two References, and the Personnel Screening Consent and Authorization Form to:

***Attention: Tina Paul
75 Treaty Trail,
Millbrook NS, B6L 1W3
Phone (902) 843- 3880 Fax (902) 843-3882
Email: tinapaul@mikmaqrights.com***

*For further information about applying for an internship, please contact **Jean Knockwood** at jeanknockwood@mikmaqrights.com or at **(902) 843-3880**.*

DFO-KMKNO NS Mi'kmaq Internship Program

CANDIDATE CREDENTIALS

The credentials that DFO will be seeking to select internship candidates are outlined below:

- Students who are attending a recognized post-secondary program or graduating high school students who are enrolling in a recognized university or college program for the 2017 academic year.
- Desire to learn and grow through identifying strengths and areas for development, setting learning goals and learning from hands-on experiences and feedback.
- Experience using computer software programs including email, word processing, spreadsheet, Internet.
- Effective oral and written communication with co-workers, supervisors and the public, to share, understand and respond to information and other viewpoints.
- Ability to produce clear and readable written material such as emails, reports and other documentation.
- Ability to plan and organize work to meet goals and deadlines and to identify results and further actions required.
- Ability to analyze situations or problems and arrive at logical outcomes.
- Personal qualities to include the following: be able to work in a team environment and in a cooperative manner, to show initiative, and to work in new and changing work environments and situations.
- Successful candidates must be eligible as a NS Mi'kmaq person to participate in this Program.
- Must be willing to travel to DFO Maritimes office locations.