

## IPAC Student Intern, Policy and Communications

### Work environment:

The Institute of Public Administration of Canada (IPAC) is Canada's leading professional organization supporting excellence in the country's public sector. With 18 regional groups across the nation, members include public servants from all levels of government—federal, provincial, municipal, regional, and Indigenous—academics, and many others involved in public administration. IPAC is an equal-opportunity employer.

### Position title:

Public Policy Intern

### Job description:

The IPAC Public Policy Intern position is an opportunity for a graduate student or recent graduate in public administration, communications, sociology, political science or a related discipline to gain practical experience learning how governments in Canada work and developing programs to enhance public administration from coast to coast. The Intern would work under the guidance of the CEO, to help support IPAC's mission of enhancing public administration. Duties would include:

- Correspondence
- Curriculum development
- Research and policy analysis
- Program and event support
- Contributing articles for the IPAC newsletter
- Support of the annual awards program
- Outreach and liaison with regions, members, and the public.

### Competencies:

- Critical thinking
- Ability to analyze and synthesize complex ideas
- Research skills
- Excellent oral and written communications
- Strong interpersonal skills
- Exceptional capacity for collaboration and innovation
- Understanding of and commitment to equity, inclusion, and diversity.

**Term of Employment:**

The term of employment would be approximately four months, full-time. This is a paid, virtually-based position for 37.5 hours per week full-time. Occasional travel may be requested (not required) by IPAC.

**Compensation:**

Hourly rate is \$26 per hour.

This placement is funded to prioritize and support youth facing barriers to employment. We welcome and encourage applications from women, Indigenous youth, youth with disabilities, racialized youth, those from rural and remote communities and 2SLGBTQI+ youth.

Please submit your application to Suzanne Patterson by email at [spatterson@ipac.ca](mailto:spatterson@ipac.ca). Only those considered for interviews will be contacted.