



## STEP 2024

# PRIVATE SECTOR POSITIONS

### **STEP-24001-P ADMINISTRATIVE ASSISTANT**

#### **ARCHER, CATHRO & ASSOCIATES LTD.**

Archer, Cathro & Associates is hiring an administrative assistant seeking to work in a unique work environment. As an administrative assistant, your responsibilities include but are not limited to visa reconciliation, accounts receivable, accounts payable; answering phones, greeting visitors, tracking employee's certifications, assisting in making updates to company manuals, making hotel reservations, purchasing equipment, preparing and printing documents for the managing partner and operations manager and other companies support duties as assigned. The administrative assistant is expected to maintain consistent communication with their on-site supervisors; always ensure good housekeeping in the work area. The administrative assistant is expected to promote the importance of Safety, Health, and Environment in the workplace.

This position is preferred to:

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

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

Conditions of Employment: Driver's license, travel. Applicants should be aware that position start and end dates are flexible but can often be affected by project timelines. These timelines are subject to weather conditions or project permitting delays. For example, we can accommodate student's schedules, classes etc. whereas a late snowmelt might delay the start dates of the project.

### **STEP-24002-P GEOTECHNICIAN**

#### **ARCHER, CATHRO & ASSOCIATES LTD.**

Archer, Cathro & Associates is hiring for individuals seeking to gain hands-on experience in mineral exploration, expand their knowledge in geology, and work in a unique, remote work environment. As a Geotechnician, your responsibilities include but are not limited to geoteching drill core; measuring different rock properties (meter marking, core recovery, magnetic susceptibility, joint sets, weathering); taking and organizing photos of core; labelling core boxes; and participating in geological mapping and soil sampling surveys. Geotechs are expected to maintain consistent communication with their on-site supervisors; always ensure good housekeeping in the work area; maintain a high performing, team oriented and productive work environment; and promote the importance of Safety, Health and Environment in the workplace. As a Geotech, you will report to Project Supervisor and Head Geologist. This opportunity has geotechs working on a rotational schedule and often involves travelling to and from a remote camp setting. Individuals interested in learning and working directly among senior geologists, participating in a variety of field related work, and having the ability to network with industry professionals and fellow students will find this role exciting and rewarding. Projects typically take place all throughout Yukon, often in a remote setting. Accommodation and meals are provided.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Geology, Earth Science or related field of study

Conditions of Employment: Travel, shiftwork/weekends. Applicants should be aware that position start and end dates are flexible but can often be affected by project timelines. These timelines are subject to weather conditions or project permitting delays. For example, we can accommodate students' schedules, classes etc. whereas a late snowmelt might delay the start dates of the project.

### **STEP-24003-P ENGINEERING ASSISTANT**

**ASSOCIATED ENGINEERING (BC) LTD.**

Associated Engineering is an employee owned, Canadian company providing consulting engineering services in the water, environmental, infrastructure, and transportation sectors. An award-winning company, we have provided clients with quality, value added solutions for over 75 years. For more information on the company, see our website at [www.ae.ca](http://www.ae.ca). We are currently seeking an Engineering Assistant for summer employment in our Whitehorse office. The successful candidate would be involved in a variety of work including design, report writing, cost estimating, tender preparation, and construction inspection. Projects may include planning, design and construction of municipal and transportation infrastructure, buildings and structures, water/wastewater treatment facilities, mining and other resources related activities.

This position is preferred to:

- persons of Yukon First Nations ancestry

Field of Study: Completion of second year or higher in Engineering

Conditions of Employment: Driver's license, travel, shiftwork/weekends/on-call, security check. Steel toe boots and suitable outdoor clothing are required.

**STEP-24004-P LEGAL ASSISTANT/PARALEGAL STUDENT**  
**AUSTRING, FAIRMAN & FEKETE**

This position works under the direction and review our lawyer and the duties include transcribing dictation, drafting documents and correspondence, responding to client inquiries, drafting client invoices and general administrative duties such as opening/closing files, filing, photocopying and faxing. Legal assistant/Office administration experience is not required but would be an asset as would experience working in a legal setting.

Field of Study: Completion of first year or higher in Paralegal or Legal Assistant

Conditions of Employment: Security Check

**STEP-24005-P SUMMER LAW STUDENT**  
**AUSTRING, FAIRMAN & FEKETE**

The successful candidate will perform various functions related to the general practice of law; including general research and preparation of memorandums; assisting lawyers with Court applications; assisting with file organization and reviewing documents; preparation of legal documents and other general duties relating to the practice of law.

Field of Study: Completion of second year or higher in Law

Conditions of Employment: Security check, dress code - professional office attire.

**STEP-24006-P SUMMER ENGINEERING STUDENT**  
**BUILDING SYSTEM CONSULTING LTD.**

The successful candidate will be working with a multidiscipline team, for the preparation of mechanical and electrical engineering design documents. They will be assisting with the design and coordination of projects ranging from multi residential, commercial, and institutional buildings. The candidate will be knowledgeable in preparation and coordination of construction documentation such as equipment specifications in various design phases. Be able to complete mechanical calculations for equipment sizing, material selection, etc. using appropriate engineering methodology and principles. Experience with and the ability to assist with the development of mechanical drawings using REVIT and or AutoCAD. You will be included in project coordination meetings with our internal team members and sub-consultants.

This position is preferred to:

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

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

Conditions of Employment: Driver's license, travel.

## **STEP-24007-P JUNIOR CIVIL TECHNICIAN**

### **CAP ENGINEERING**

We are currently seeking a Junior Civil Technician to join our team at CAP Engineering. As a Junior Civil Technician, you will play a vital role in various projects by undertaking tasks related to geotechnical testing, surveying, material testing, and pile driving analysis. Responsibilities include conducting infield geotechnical testing, including density, concrete, and asphalt testing, performing laboratory testing such as sieves and proctors, and completing survey related jobs, including topographically surveys, construction layout, and legal surveys. Requirements include the ability to lift heavy objects weighing up to 50 lbs, familiarity with construction sites, proficiency in Windows and Microsoft programs (Word, Excel, Outlook, Teams). We provide on the job training for specific tasks, ensuring that you acquire the necessary skills and knowledge. This position offers an excellent opportunity for civil engineering and civil technician students to gain valuable experience towards their professional development within the industry. Additionally, students will learn practical skills such as applying theory to real world scenarios, holding time management abilities, and adhering to workplace safety protocols. Throughout your journey at the CAP Engineering, you will be supported by experienced mentors who will guide you in conducting your work. Initially, hands on training will be provided in the field, with direct supervision. Eventually you'll progress to a level where supervision will be available remotely via telephone call or text messaging, ensuring you're capable of completing tasks independently. Join us as a junior civil technician and grow your career in engineering industry. Apply today to become a valued member of our team!

This position is preferred to:

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

Field of Study: Completion of first year or higher in Civil Engineering, Civil Technician, Engineering or related field of study.

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

## **STEP-24008-P ENVIRONMENTAL TECHNICIAN**

### **CASINO MINING CORPORATION**

This role will be responsible to support environmental data collection within various programs at the casino project site. Time will be split between working at Casino's Whitehorse office and at our remote exploration mine site. Field tasks will support environmental data collection within various programs at the casino project site. The site is located remotely in beautiful central Yukon and is fly in fly out. Rotations may be flexible and dependent on environmental field program schedules; the student will be guaranteed 5 to 10 field days per month. Responsibilities will include environmental field sampling, data entry, equipment maintenance, sample packaging and shipping and general labour. The student will be directed day-to-day by the environmental coordinator and supported in the field by field program leads. In this position you will learn field-based skills and procedures for environmental data collection for groundwater, surface water, hydrology, fish habitat, aquatic resource monitoring, vegetation and wildlife monitoring. Office task will support the environmental and community team in their efforts to develop the project's environmental and socioeconomic effects statement first submission to YESAB. Activities will include supporting the director of external affairs in engagement activities with affected First Nations and affected communities including but not limited to, supporting the preparation and delivery of open houses, taking meeting notes, data entry for the project's communication log and file management. We are looking for an energetic, resourceful and positive individual with excellent communication and organization skills that is interested in working collaboratively with diverse workforce in the field and office.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Environmental Science, Earth Science, Social Science or related field of study.

Conditions of Employment: Driver's license, travel, shift work/ weekends. Expected to work at remote project site. Will be working 10-to-12-hour days while on site. Accommodation and meals will be provided while doing field work. Need to be physically fit to perform the duties of the position, walking and hiking for long hours in a day may be required, carrying and moving heavy equipment, and installing and removing equipment from monitor wells. Working in an around water will be required. Must be prepared to work in

all weather conditions. May use a TV or UTV to get to sampling locations - basic training may be requested while on site. Required to work end and around helicopters - safety training provided on site.

**STEP-24009-P CAMP LEADER**  
**CITY OF WHITEHORSE**

Camp leaders provide safe, fun, inclusive and engaging programming for children ages 5 to 12. The possibilities include delivering and supporting a diverse range of programs including arts, crafts and recreational activities for various age groups. We're looking for someone to be a role model, who will participate and engage in all activities and make camp really fun for camp kids. Teach skills and provide encouragement when necessary. Be attentive and able to direct a group of children in a manner that promotes safe behaviors, friendly, approachable and enjoys working with children.

Field of Study: Completion of second year or higher in Recreation, Education, Child and Youth Care or related field of study.

Conditions of Employment: Travel, security check, first aid/CPR. There is a dress code and uniform.

**STEP-24010-P FIRESMART OUTREACH**  
**CITY OF WHITEHORSE**

FireSmart Outreach staff will help make the City of Whitehorse more resilient to wildfire by supporting homeowners in FireSmarting their residences and providing information at public events. These outreach staff will conduct FireSmart Home Ignition Zone assessment, which will guide the homeowner in making changes to decrease the homes risk from wildfire. Many of these changes involve simple home maintenance tasks. They will also provide guidance on structural considerations. They will maintain a record system and a scheduling system and assist with reporting on this pilot program. FireSmart Outreach staff will provide information and answer questions at public functions e.g., Parks Day, trade show. The staff will have the opportunity to gain certification in first aid, FireSmart Canada home assessment, and First Nations 101. They may have opportunities to learn basic wildfire and wildland urban interface skills with Wildland Fire Management. They will have the opportunity every month to work with other Parks crews and to learn about other Park functions.

This position is preferenced to:

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

Field of Study: Completion of first year or higher in Natural Resource Management, Biological Sciences, Communications or related field of study.

Conditions of Employment: Driver's license, shift work/weekends, first aid/CPR. Must wear identifying city employee clothing at work period provided. Work will occur outdoors in Yukon temperatures and inclement conditions.

**STEP-24011-P STUDENT GEOSCIENTIST**  
**CORE GEOSCIENCE SERVICES INC.**

We are actively seeking an environmental science or engineering students with academic and work experience related to environmental sciences and geology. The successful candidate will assist project managers, and senior scientists with both environmental and mining related projects. In this role, you will have the opportunity to take on a wide variety of tasks and develop technical skills which you will be able to transfer to your future career and beyond. Here are some examples of the types of programs and skills you can expect from working at CoreGeo. In the field: working with staff scientists on field programs such as: baseline hydrology assessments, environmental monitoring, soil and groundwater sampling, contaminated site assessment; programs will be throughout Yukon and in northern BC; a relevant first aid certificate is required, but training will be provided for any student who needs it; experience calibrating and troubleshooting field equipment; supervising subcontractors and performing daily health and safety tailgate meetings. In the office: learn how to use ESdat software to compare and interpret analytical data technical and develop professional writing skills by supporting proposals and reports; develop communication skills working with colleagues as well as gain experience corresponding with subcontractors, government branches, Yukon First Nation governments, and clients in the private sector; build on your time management skills to meet project timelines and budget objectives.

This position is preferred to:

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

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

Conditions of Employment: Driver's license, travel, first aid/CPR. A first aid course will be compensated by CoreGeo either prior to start date or within first two weeks of employment. Any site-specific training required will be supported by CoreGeo.

**STEP-24012-P PRODUCTION ASSISTANT**  
**DAWSON CITY MUSIC FESTIVAL**

Dawson City Music Festival has been providing music and cultural programming in Dawson City since 1979. Over the last 45 years we have become one of the North's signature arts festivals and attracting artists and audiences from across Canada and around the world. Working in a highly collaborative environment, the Production Assistant is responsible for several areas of production and administration related to the presentation of the 46th annual Dawson City Music Festival July 19th to 21st, 2024. The Production Assistant will also participate in festival wrap up, reporting, and reconciliation, as well as preproduction duties for the 2024/25 off season events. Responsibilities include, but are not limited to, developing and executing venue logistics including ticketing, box office and front of house strategies, creating and updating production schedules, and gathering information from patrons and stakeholders for statistical reporting. The successful candidate will contribute to the organization's overall productivity and facilitate the smooth running of daily operations and festival programming by ensuring communications between department and with artists is accurate, relevant, up to date and consistent. Expect a high intensity, fast-paced and highly collaborative work environment.

This position is located in Dawson city. Accommodations are not provided.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Music Production, Business Administration, Arts and Nonprofit Management or related field of study.

Conditions of Employment: Driver's license, shift work/weekend. Knowledge and understanding of artistic and musical practices, familiarity with WordPress and Canva, experience using social media platform (Instagram, Facebook, Twitter).

**STEP-24013-P SUMMER CAMP TEACHER**  
**DAWSON SOCIETY FOR CHILDREN & FAMILIES**

This position will work alongside the Summer Camp Coordinator, guiding up to a maximum of 20 school age children between the ages of 5 and 12 years. They will be responsible for: following a schedule of activities (hiking, swimming, community visits, gardening, biking etc.), ensure the safety of the group, reporting any and all concerns to their coordinator, assisting with snacks and lunches, communicating with families, creating activities for the children in their care, and numerous other daily items. Early Learning and Child Care encompasses an age range of 0 to 12 years. The majority of study focuses on zero to five years. This position focuses on 5 to 12 years. This will allow a person studying in ELCC an opportunity to take their training and reform, manipulate and realign to a slightly older group of children. By doing hands-on teaching alongside a fully trained staff member, they will experience a wide variety of teaching moments that will assist in their own learning.

This position is located in Dawson City.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Early Learning and Child Care, Education, Social Work or related field of study.

Conditions of Employment: Security check, medical clearance, TB testing, First aid/CPR. This position requires a minimum of Level one Early Learning and Child Care, a doctor's note confirming ability to work, immunization records and some experience working with children.

**STEP-24014-P SOCIAL MEDIA & COMMUNICATIONS JUNIOR COORDINATOR**  
**DECORA INC.**

Decora is a vibrant garden centre that also hosts a variety of events and workshops to connect with our local community. We are seeking a creative and enthusiastic Social Media and Communications Junior Coordinator to join our team and help us grow our online presence while promoting our events and products. As a Social Media and Communications Junior Coordinator, you will be responsible for assisting in the development and implementation of our social media and communication strategies. This position is ideal for university students who is passionate about plants, events, and has a knack for social media. Key responsibilities: assist in creating and curating engaging content for our social media platforms, including Facebook, Instagram, and Twitter; schedule and post content to maintain a consistent online presence; monitor and engage with our online community, responding to comments and messages; collaborate with the events team to create promotional materials for upcoming events and workshops; share event information across social media platforms and relevant online communities; generate visually appealing and informative content, such as blog posts, videos, and images to showcase our product and share gardening tips. Qualifications: strong passion for gardening, plants and events; basic knowledge of social media platforms, content creation and e-mail marketing; excellent written and verbal communication skills; creative mindset and the ability to think outside the box.

This position is preferred to:

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

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

Conditions of Employment: Shift work/weekends.

**STEP-24015-P STUDENT BIOLOGICAL TECHNICIAN (2 POSITIONS)**  
**EDI ENVIRONMENTAL DYNAMICS INC.**

The Student Biological Technician will participate in several natural resource projects. The technician will work with a team and be responsible for completing field data collection and data entry. Projects will include assistance with fish, wildlife and vegetation inventories, water quality sampling and hydrology projects. The Biological Technician will be given various roles in a number of natural resource projects and will assist in the planning, logistics, problem-solving and executing natural resource projects. The Student Biological Technician must be adaptable, willing to travel for periods upwards of two weeks, work long hours while conducting field work, and be prepared to assist with a number of projects. The candidate must have the ability to work in a fast-paced, dynamic environment and have strong organizational and interpersonal skills.

This position is preferred to:

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

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

Conditions of Employment: Driver's license, travel, shiftwork/weekends, first aid/CPR. Clean drivers abstract is required. Boat operation experience and a Pleasure Craft Operator Card is an asset. Personal equipment required: hiking boots, rubber boots, and rain gear. Chest waders and steel toed boots are desirable.

**STEP-21016-P PROGRAMS ASSISTANT**  
**ELDERACTIVE RECREATION ASSOCIATION**

As a Programs Assistant, you will play a vital role in delivering engaging older adult programming that fosters community participation and active living. Your passion for positively engaging older adults through recreational activities, coupled with your love for coordinating, planning, and executing active, enjoyable, and safe programs, makes you a valuable addition to our team. You are driven, enthusiastic, and tech-savvy,

with the desire for personal growth. Working closely with the Program Coordinator, your responsibilities include preparing, implementing, and evaluating organized group activities tailored for older adults. Typically, you will lead programs independently, ensuring equipment and materials are set up in designated areas, guiding activities, maintaining cleanliness, and documenting activity details and attendance. These programs may encompass various activities, such as walking groups, sports, group fitness classes, and creative or artistic endeavors like colouring and music, all aimed at enhancing the physical and mental well-being of Yukon's older adult population. Qualifications for the position include: a growth mindset, reflecting on commitment to continuous learning and self-improvement; strong and effective communication skills in both written and spoken English; adaptability to changing circumstances; and the ability to address evolving needs through keen observation and critical thinking. Physical and mental capabilities necessary to perform the duties associated with the position. Assets (preferred qualification; not mandatory): group fitness instructor certification; participation in the recreation and training program AED certification. Please note that selection for further consideration will be based solely on the information provided in your application.

This position is preferred to:

- persons of Yukon First Nations ancestry

Field of Study: Completion of first year or higher in Sports & Recreation, Kinesiology, Health Promotion or related field of study

Conditions of Employment: Driver's license, travel, security check. The security check must be an RCMP vulnerable sector check, as we work with potentially vulnerable populations i.e., seniors in subsidized housing. WHMIS 2015 obtained within the first month of employment.

#### **STEP-24017-P ENVIRONMENTAL TECHNICIAN ENSERO SOLUTIONS**

Reporting to the Field Supervisor, this role is responsible to support environmental data collection at various projects around the Yukon. Our project sites are in some of the most remote and beautiful wilderness areas of the territory. Duties include environmental data collection for mine and mine reclamation projects. Access to sites will be by truck, helicopter and will require some hiking. Responsibilities will include environmental field sampling, data entry, data management, equipment maintenance and related office tasks. The student will be directed day-to-day by the Field Supervisor and supported in the field by the field lead and project managers, though this work may require independent work at times. The ability to organize, act cooperatively, be a good team member and be accountable is highly valued in this position. Specific responsibilities may include: remote field sampling and environmental data collection for surface water, ground water, air quality, meteorology and natural sciences; working with a fun and dynamic group of scientists and engineers to learn about the environmental assessment process in the Yukon and scientific data collection methods; researching and compiling environmental data from public registries, government offices, and/or library or internet services; environmental sampling and preparation of shipments to labs; manipulation of digital environmental data and analysis report; analyzes and interprets environmental data; preparing and formatting reports; related office tasks; special projects as required; and all other related duties as required. Based in Whitehorse. When travel to community/project sites required, accommodation will be provided.

This position is preferred to:

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

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

Conditions of Employment: Driver's license, travel, shift work/weekends, first aid/CPR. Drug and alcohol test will be required as it is a requirement for many of our clients and this is a safety sensitive position.

#### **STEP-24018-P ENVIRONMENTAL TECHNICIAN (FARO) ENSERO SOLUTIONS**

Recording to the Site Manager, this role responsible to support environmental data collection at the historic Faro Mine mediation project. Duties include environmental data collection and supporting laboratory operations. Access to sampling sites will be by truck, helicopter and will require some hiking. Responsibilities will include environmental field sampling, data entry, data management, equipment

maintenance and related office tasks. The student will be directed day-to-day by the Field Leads and supported in the field by the Training Leads, though this work may require independent work at times. The ability to organize, act cooperatively, be a good team member and be accountable is highly valued in this position. This position will be a 7 days on/7 days off rotation and accommodations are provided in the town of Faro. Specific responsibilities may include: field sampling and environmental data collection for surface water, groundwater, air quality, meteorology and natural sciences; environmental sampling and preparation of shipments to lab; manipulation of digital environmental data analysis report; analyzes and interprets environmental data; support lab operations by performing internal testing for parameters using basic chemistry testing such as alkalinity, ammonia, nitrate, hardness, sulfate, sulfide, ATP, and a COD as per SOPs.

This position is based in Faro. Accommodations will be provided in the town of Faro. Daily per diems and mileage will be provided.

This position is preferred to:

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

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

Conditions of Employment: Driver's license, travel, shift work/weekends, first aid/CPR. Drug and alcohol test will be required as it is a requirement for many of our clients and this is a safety sensitive position.

### **STEP-24019-P ADVENTURE CAMP COORDINATOR**

#### **EQUINOX ADVENTURE CONSULTING**

Equinox Adventure Camp runs Monday to Friday for children and youth aged 5-13. Activities include canoeing, kayaking, rock climbing, zipline, outdoor skills, raft building, river trips and overnight camping experiences. The Adventure Camp Coordinator works weekdays from 8:30-4:30 and is responsible for the day-to-day operations of our camp. This includes registering campers, communicating with parents, training, supporting 10 Day Camp Leaders, teaching activities, working directly with the campers, and ensuring a high level of safety and professionalism is maintained in all aspects of camp. The Adventure Camp Coordinator must have experience leading children's programs, be organized and have good communication skills. They must have, or be willing to get, a first aid certificate. Other desirable certifications include Bronze Cross and driver's license. A suitable Adventure Camp Coordinator will have the skills to handle a variety of tasks and responsibilities and be able to work both independently and part of the team. They should be someone who enjoys working with youth and children and someone who loves being in the outdoors. The Adventure Camp Coordinator will show that they are a responsible individual and very good organizational abilities and creative programming skills. Finally, a suitable Adventure Camp Coordinator will be someone who gets satisfaction from working with others towards common goals.

'Adventure is good for you'

This position is preferred to:

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

Field of Study: Completion of first year or higher in Recreation, Tourism, Education or related field of study.

Conditions of Employment: Security check

### **STEP-24020-P CIVIL ENGINEERING INTERN**

#### **GREENWOOD ENGINEERING SOLUTIONS**

Greenwood Engineering Solutions is a Whitehorse-based engineering consulting company with a focus on delivering municipal infrastructure projects for northern communities. Our projects include infrastructure planning to support decision on future development areas, by servicing design from development, municipal infrastructure design and construction administration as well as infrastructure assessment and performance reviews. This position will play an engaged role in civil engineering and community planning projects. As part of a small dynamic team, the Civil Engineering Intern will provide support to the delivery of a range of projects. Responsibilities will include: infrastructure design, contract preparation, site



inspections during construction, and data collection to support ongoing infrastructure maintenance and rehabilitation.

This position is preferred to:

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

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

Conditions of Employment: Driver's license, travel, lifting up to 30 pounds. Job tasks include driving and working alone in rural communities and remote locations, working outside for 6 to 8 hours at a time, working in open water, using a shovel or pick to move soil and granular material. The applicant should state in their application if they foresee any limitations fulfilling these tasks.

### **STEP-24021-P STRUCTURAL ENGINEERING SUMMER STUDENT** **ISL ENGINEERING & LAND SERVICES**

ISL Engineering and Land Services Ltd., is an award-winning consulting firm dedicated to working with all levels of government and the private sector. Our Buildings discipline specializes in sustainable buildings, heritage sites, mass timber, and recreation structures. We are proud to be among Canada's 30 most environmentally conscious employers as well as being among the top 10 Best Small and Medium Employers in Canada. ISL welcomes diversity, is an equal opportunity employer, and encourages applications from all qualified individuals. As a Structural Engineering Summer Student, you will work in our Whitehorse office to deliver a variety of projects in Yukon. Your duties will include: assisting with preparing structural engineering designs and deliverables for projects including commercial, recreational, municipal, industrial, and residential buildings, in various structural materials (mass timber, light frame wood, concrete and steel); supporting construction administration and perform field reviews including travel to remote locations; preparing reports and assessments including related graphics; increasing levels of technical responsibility based on your comfort level and experience. Qualifications: keen willingness to learn; enthusiastic about contributing positively to the team; strong writing skills; preference for civil engineering students with a focus on structural engineering; prior experience in buildings field is an asset (consulting or construction). Wages higher than the STEP scale may be paid based on applicant's past experience and knowledge.

This position is preferred to:

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

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

Conditions of Employment: Travel, driver's license preferred, but not required.

### **STEP-24022-P PRODUCTION MANAGER** **KLONDIKE KETTLE CORN**

The Production Manager is in charge of the day-to-day activities at the production facility. This includes scheduling employees, creating a production plan and managing employees. They will also be responsible for fulfilling new orders and communicating with customers (retail and wholesale). They might also be asked to fill in for delivery days. There is a potential for the Production Manager to take on a marketing role, depending on experience. This involves e-mail marketing, social media planning and content creation.

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

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

### **STEP-24023-P LDAY CAMP RAVEN DIRECTOR** **LEARNING DISABILITIES ASSOCIATION OF YUKON**

The Camp Raven Director will have strong relationship building skills with kids and will be up for summer of fun and engaging outdoor activities! The director will plan, organize and carry out daily camp activities for four two-week day camps for 6 to 14-year-olds with learning, behavioral, and/or social-emotional difficulties. The director will plan activities, organize staff training, track camper registration, gather equipment and supplies, and keep track of expenditures. Responsibilities include working cooperatively with camp staff to the list of programming, engage and support campers in outdoor/creative activities, and

ensure the safety and well-being of counselors. The director may drive a camp van to get around the City of Whitehorse for camp activities. The director will also write a final report and help clean up and organize supplies at the end after summer.

This position is preferred to:

- persons with disabilities

Field of Study: Completion of second or subsequent year in Education, Social Work, Recreation or related field of study.

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

### **STEP-24024-P OFFICE & BOOKKEEPING ASSISTANT**

#### **M. MCKAY AND ASSOCIATES LTD**

Your role will be a combination of bookkeeping, administrative work and assistance to accountants. You will be involved in processing accounts receivable, accounts payable and payroll; reconciling accounts, and other month end duties; performing audit testing on source documents; answering phones, greeting clients, file intake, financial statement proofing and printing and other front office duties. You will work on several types of engagements including audits, reviews, compilation engagements and tax filings. You will possess a working knowledge of Microsoft Excel, basic accounting skills, excellent communication skills, both written and oral and a pleasant and professional working relationship with coworkers and the general public. Previous front desk or office experience would be an asset. You may be required to work overtime, and there may be an opportunity to travel to some of the communities to perform audit work at our clients' offices. You will receive a broad range of experience in this position, including bookkeeping and auditing experience.

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

Conditions of Employment: Travel, shift work/weekends.

### **STEP-24025-P ENVIRONMENTAL INTERN**

#### **MORRISON HERSHFIELD LIMITED**

The Morrison Hershfield office in Whitehorse is committed to providing high-quality engineering and environmental support for our clients throughout northern BC and Yukon. We are highly engaged in investing in Yukon, and we are very committed to staying in Whitehorse. Morrison Hershfield's goal is to ensure the development of safe, reliable, and sustainable infrastructure to serve private, government, industrial and institutional organization. From concept development through to operations and management, we provide a full range of infrastructure development services. Our main area of practice in our Whitehorse office includes River Engineering, Renewable Energy, Stormwater, Groundwater, Potable Water, and Wastewater. Responsibilities: member of a field crew that conducts hydrology and water quality site investigations, including stream gauging, elevation surveying and water quality sampling; prepare straightforward plans, designs, calculations, analysis in accordance with establish codes, standards, drawing, and other specifications; prepare/assist in preparing engineering documents, schedules or reports; carry out field and construction site visits for data collection, engineering assessment, condition assessment and site inspection; perform other duties associated with working in a professional engineering environment. Qualifications: excellent verbal and written communication skills, report writing, and a commitment to teamwork; excellent attention to detail, specifically with accuracy in calculations and completeness of data; ability to handle multiple tasks, in a fast pace, deadline-oriented environment; self-motivated; driver's license and access to a vehicle preferred; experience, working directly with design teams and field investigation programs is an asset.

This position is preferred to:

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

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

Conditions of Employment: Driver's license, travel.

**STEP-24026-P INSTRUCTOR & PERFORMANCE/PROGRAM COORDINATOR**

**NORTHERN LIGHTS SCHOOL OF DANCE**

Our dance school seeks a dynamic Program Coordinator and Instructor to independently oversee performances and programming, plus teach our summer dance programs. Daily tasks encompass stage managing, administration, client communications, scheduling, teaching, choreography, and equipment review. Responsibilities include: manage client communication, scheduling, and record keeping for student progress and attendance; deliver engaging dance instruction and create an inclusive learning environment; craft captivating routines for performances and nurture student's artistic talent; ensure equipment and costumes are accounted for and stored correctly; oversee all aspects of live performances. We seek someone with strong dance expertise, excellent communication, organizational skills, creativity, and a commitment to a safe and inclusive environment.

Field of Study: Completion of first year or higher in Dance, Education, Kinesiology or related field of study.

Conditions of Employment: Security check.

**STEP-24027-P BUSINESS DEVELOPMENT COORDINATOR**

**NORTHERN VISION DEVELOPMENT**

Northern Vision Development LP is seeking a motivated individual to work alongside the development team to assist in plotting and carrying out the company's ambitious capital and development plans. As a company owned by 70% Yukoners and over 50% First Nation entities, join a fast-paced, partnership-based company that works across the territory to develop businesses that create strong returns for investors and the community alike. Current projects include the development of the largest commercial lot in Whistle Bend, developing the Yukon 's newest hotel in downtown Whitehorse and working in Carmacks and Dawson City to strengthen investments with partners. The Business Development Coordinator acts as a vital link between the business development team, sales team, management, and various internal and external stakeholders. They play a crucial role in helping the organization identify, pursue, and manage growth opportunities and ultimately contribute to the company's success and expansion. This role involves a combination of administrative, research, and coordination tasks to facilitate the growth and expansion of the business. The specific duties and responsibilities vary but can include: market research, lead generation, negotiation of agreement and other documents, project development and management, researching and creating pictures to strengthen an grow core business area, liaising with stakeholders across the company and in the community, working to strengthen and grow industry partnerships, identifying market and regional trends that the company needs to be aware of, legal and legislative research, data gathering and analysis, creating and giving presentations and pictures and more.

Field of Study: Completion of second year or higher in Business, Project Management, Real Estate Development or related field of study.

**STEP-24028-P COMMUNITY TV ASSISTANT**

**NORTHWESTEL INC.**

This position allows the student to create a short video project from start to finish. Whether that is a short script, documentary project, avant-garde art piece - we will help you take it from idea to exhibition. Along the way, we will work on the skills necessary to work on each level of production, meet with local creators to talk about their ongoing projects, and take a look behind the North's local broadcaster. Each week will be different depending on where we're at with the project. It can see you in a room writing, making props, researching locations, directing a scene, editing. Additionally, the position will help with the operation of our TV channel and VOD service and create content for our social media channels.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Media Arts, Film/Television production, Broadcasting or related field of study

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

### **STEP-24029-P ENGINEERING STUDENT**

#### **NORTHWESTEL INC.**

This position supports several engineers that are responsible for designing and building Northwestel's network. This position would include a variety of tasks Such as managing DC and AC power assets using our database management application (FIRM Suite), and Power BI, exposure to design of our transport and satellite network and records management. The work will mostly be office based. Some travel to remote sites may be required to assess the current power systems and take inventory of the current network equipment. There may also be an opportunity to build and provision lab environments for validating new products and services.

This position is preferred to:

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

Field of Study: Completion of third year or higher in Engineering

Conditions of Employment: Driver's license, travel.

### **STEP-24030-P FINANCIAL ANALYST - STUDENT**

#### **NORTHWESTEL INC.**

This position will be supporting the budgeting, forecasting and monthly financial reporting requirements of the organization, as well as providing general financial reporting and analysis as the need arises. This position also provides an opportunity to demonstrate and build your creative and innovative skills when solving problems. New ideas are welcome and encouraged.

This position is preferred to:

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

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

### **STEP-24031-P IT SECURITY ANALYST**

#### **NORTHWESTEL INC.**

Reporting to the Senior Manager of IT Security, the IT Security Analyst is responsible for protecting Northwestel's IT assets from security breaches that could lead to data loss or service interruptions. This is accomplished by performing device management, configuration changes, monitoring, and troubleshooting for security devices such as firewalls, SEIM system (Security Event and Incident Management), VPN devices, host intrusion prevention appliances, antivirus, and data loss prevention infrastructure. The IT Security Analyst must understand the diverse security infrastructure that supports Northwestel's business and be able to differentiate and respond to the unique operational and security requirements. The incumbent must have a comprehensive knowledge of both technical and operational network security best practices and significant experience in a wide variety of technological platforms and security services that Northwestel supports. The IT Security Analyst must identify and compare technological capabilities that are required to support a particular security service and identify technological gaps where more development is needed.

This position is preferred to:

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

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

Conditions of Employment: Security check. HR at Northwestel will manage the security check for this position.

**STEP-24032-P PAYROLL ADMINISTRATOR**

**NORTHWESTEL INC.**

Processing a biweekly (union and non-union) payroll. Duties to include, but not limited to, communications with employees, outside clients (such as the union, Canadian labour) supervisors, department managers, directors etc. Overtime will be expected during payroll peak hours to deliver the payroll payments/EFTs. Working with both a time and attendance and automated payroll platforms. Also working closely with human resources. You will require a solid command of the English language and an aptitude with numbers.

This position is preferred to:

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

Field of Study: Completion of second year or higher in Finance, Business, Human Resources or related field of study.

**STEP-24033-P INDIGENOUS EMPLOYMENT PROGRAM COORDINATOR**

**NORTHWESTEL INC.**

As the Northwestel's Indigenous Employment Program Coordinator, you will oversee the second year of this important recruitment program at Northwestel. You will bring your strong communication skills and the ability to work comfortably with the Microsoft suite of programs, including Microsoft Excel to support candidate recruitment, onboarding and training. You will work with a variety of different departments and work closely with human resource is to coordinate Northwestel's activities as well as external educational partners. The work will include attending job and career fairs, talking to community employment and training coordinators, organizing partners, supporting candidate interviews, and sharing program goals are met (marketing, outreach, alignment of partners on dates and timing), that candidates are kept informed throughout their training etc.

This position is preferred to:

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

Field of Study: Completion of third year or higher in Education, Business or related field of study.

Conditions of Employment: Travel, security check.

**STEP-24034-P OCCUPATIONAL THERAPY ASSISTANT**

**OCCUPATIONAL THERAPY CONSULTING**

This position requires working under the direct supervision of licensed occupational therapists to assist in providing high quality therapy services primarily to children, with the focus on sensory integration. In addition, administrative tasks and ensuring a clean and organized clinic environment. Daily tasks include assisting in implementing treatment plans and strategies for children to address behavioral challenges and sensory sensitivities, providing hands-on support, collaborating with therapist to monitor progress, make adjustments to treatment plans add documenting observations. Help maintain documentation compliance by accurately recording therapy session notes and progress reports, prepare therapy materials and ensure that treatment rooms are well stocked and organized.

This position is preferred to:

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

Field of Study: Completion of second year or higher in Occupational Therapy, Psychology or related field of study.

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

### **STEP-24035-P JUNIOR ACCOUNTANT**

#### **ORDISH & ASSOCIATES, INC.**

As an accounting student ready to start or continue building your business career, we have an amazing opportunity for you with our well-established boutique CPA firm located in Whitehorse. We are an approved CPA training firm and will support you throughout the CPA program by providing you with real life engaging experiences and strong technical skills. You will work closely with our partners and staff while working on a wide variety of engagements from start to finish including assurance, compilation and taxation compliance and planning. We mainly focus on small to medium sized clients in the private sector within an exceptionally diverse range of industries, trades and professions. We believe in providing our clients with high quality personalized services. We are looking for a bright, engaging and technically competent student interested in pursuing their CPA designation, upon completion of their undergraduate degree in accounting, to join our team of dedicated accounting professionals. Please note, our office for the month of July and August are closed on Fridays.

This position is preferred to:

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

Field of Study: Completion of third year or higher in Business (accounting) or Commerce (accounting).

### **STEP-24036-P DIGITAL DEVELOPMENT INTERN**

#### **SETPLAN ENGINEERING**

This position will work with technical leads to integrate process into SharePoint workflows and lists, apply JSON programming to SharePoint list entries, using Microsoft Flow, Power BI, or Power Apps to automate processes across business workflow. There will be use of Microsoft Power Query functions to access SharePoint lists and SQL database functions in a third-party accounting software, for the preparation of reports and dashboards. The ideal candidate will be an organize self-starter and have some programming experience. They will be detail oriented, willing and motivated to learn with strong verbal and written communication.

Field of Study: Completion of second year or higher in Computer Science, Business Logistics, Project Management or related field of study.

### **STEP-24037-P ELECTRICAL ENGINEERING STUDENT**

#### **SETPLAN ENGINEERING**

Working under direct supervision of a professional engineer, your job will be to perform assessments, design services, and construction supervision of projects. Technical work includes, but is not limited to, code load calculations, power distribution, lighting, fire alarm, communications, security, emergency lighting, and exit signage systems. Use of AutoCAD, lighting simulation, Bluebeam PDF, Microsoft Office 365, and cloud-based project management and accounting software. Some administrative tasks will be required, which may include things like helping to establish standards, participating in training, or business development activities. Focus on understanding relevant codes and standards such as the National Building Code of Canada and the Canadian Electrical Code. Client service includes identifying customer needs and producing construction documents that meet the clients project goals, close communication with the client to ensure they understand and agree with the design approach, responding promptly to issues that arise, and aid in defining schedules and deliver an alignment with agreed upon milestones. Leadership skills that demonstrate initiative, willing to take on responsibility for the completion of tasks as an individual and as part of a team. Coordinate with mentor to set attainable goals. Revisit and review progress over the course of the STEP position term.

Field of Study: Completion of first year or higher in Engineering, Electrical Engineering, Project Management or related field of study.

Conditions of Employment: Travel.

### **STEP-24038-P FAMILY WORKER AND FARM SUPPORT**

#### **SHAWTHAN NAHZI: HEALING WITH THE LAND SOCIETY**

This job occurs in an innovative and exciting environment. Supporting families with on the land healing which occurs in two farm locations: One in Haines Junction and one in Ibex Valley. Personal transport is needed. Alternatively, the person can live in Haines junction and only support with the farm there. Daily tasks will vary depending on the programming, but some days will include being involved in ceremony and

sacred fire, art and play therapy, animal therapy and land-based activities. Other days will focus on manual farm activities supporting the animals to be fed, clean and happy. There may also be supported with gardening, hay, and other farm activities. Some days may require more administrative assistance with record keeping, filing, finances and family action items. This is a diverse role where you will never be bored. Must be willing to be fully engaged in the job with a strong work ethic as we have an active team that meets many needs of Yukon Indigenous families.

This position is primarily located in Haines Junction. Rustic accommodation can be provided for the right person.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Counseling, Health and Wellness, Agriculture or related field of study.

Conditions of Employment: Driver's license, travel, shift work weekends, security check. This is on the land work. Must be willing and comfortable working outside.

### **STEP-24039-P DIGITAL MARKETING SPECIALIST** **SIGNATURE HOME ERICKS AUDIO VIDEO**

Recently renovated and re-branded Signature Home and Erik's Audio Video is looking for a Digital Marketing Specialist. The role will consist of creating a customer database, Facebook marketing, replying to customers on social media. You will be working independently and with the sales team. Looking for a self-starter with lots of innovative ideas to help us with the social media scene.

Field of Study: Completion of first year or higher in Business Marketing, Organizational Communications, Social Media or related field of study.

### **STEP-24040-P ASSISTANT EVENT & MARKETING COORDINATOR** **SMRT POP UPS INC.**

The Assistant Event and Marketing Coordinator will support the owner with a wide variety of tasks. Working directly with the owner, the Assistant Coordinator will provide support for the development and coordination of a Leadership Conference for women and those outside the gender binary. Tasks will include researching and reaching out to vendors for food, venue, speakers, sound and other event elements, developing a marketing plan for the event, managing social media marketing, reaching out for sponsorships and partnerships, and creating community relationships for recruitment. The Assistant may also support research and creative content development for marketing and communications contracts taken on by the owner. This position is an opportunity to mentor directly with community leaders in marketing and events and to gain practical hands-on experience in marketing and event management. This position is 9:00 to 5:00 Monday to Friday with some evenings and weekends format delivery. We are a small consulting firm dedicated to equity and inclusion as well as best practices in our field.

This position is preferred to:

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

Field of Study: Completion of third year or higher in Marketing and Event Management, Communications, Women and Gender Studies or related field of study.

Conditions of Employment: Driver's license, travel, shift work weekend. We are looking to support a self-identifying woman or person who identifies outside the gender binary for this position.

### **STEP-24041-P PROGRAM ASSISTANT** **SOFTBALL YUKON**

The Program Assistant will work closely with the Program Coordinator to ensure the effective running of all Softball Yukon programs. The incumbent will provide administrative assistance to support the effective management of the Whitehorse Minor Softball League, Yukon Indigenous Rookie League, Whitehorse Co-Ed Slow Pitch League and any other programs/events as needed. Key responsibilities include: assist Program Coordinator with operations of all Youth initiatives (Whitehorse Minor Softball, Development

Program, Indigenous Rookie League); assist Program Coordinator in administering Whitehorse Co-Ed Slow Pitch League; assist with day-to-day operations of Softball Yukon Pepsi Complex; various administrative task – under direction of Program Coordinator; various other duties as assigned by the Program Coordinator and Executive Director. Ideal skills include: knowledge of the sport industry with a priority given to softball; strong, written, verbal communication (phone, email and in person); strong computer skills – MS Word, Excel, PowerPoint, Outlook, Canva; be flexible to work varied hours to meet the needs of the programs and events; exceptional work ethic with a proven ability to prioritize effectively and work well with customers, coworkers and management; coaching or umpire experience is considered an asset.

Field of Study: Completion of first year higher in Sport Management, Kinesiology, Recreation and Leisure Studies or related field of study.

Conditions of Employment: Travel, shift work/weekends, security check.

**STEP-24042-P MARKETING ASSISTANT**  
**SOLVEST INC.**

The Marketing Assistant's role involves multifaceted responsibilities essential to the growth and success of Solvest. Primarily, you will be instrumental in bolstering our online presence across various social media platforms (Facebook, Instagram, LinkedIn and YouTube) through strategic initiatives aimed at expanding our audience and engagement. Your support in creating educational and after-care collateral for trade shows and diverse solar projects (residential, commercial, indigenous, government, off grid, and utility scale) will be pivotal in enhancing our outreach and impact. You will play a vital role in analyzing social media analytics to produce insightful reports, enabling data-driven decisions. Collaborating closely with the Sales Team, you will generate reports to aid in achieving sales targets and enhancing performance. Another significant aspect of your role involves planning and executing Solvest's annual 'World Environment Day' event with support from the Business Development Team, showcasing our commitment to environmental sustainability. Your responsibilities extend to market exploration, identifying new business opportunities, and implementing marketing campaigns across diverse channels to drive brand visibility and engagement. Finally, your support in streamlining online processes within the CRM and various tools will be instrumental. Additional ad hoc projects may be taken on throughout the summer as we go.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Business, Indigenous Relations, Computer Science or related field of study.

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

**STEP-24043-P ENGINEERING/ARCHITECTURAL/DESIGN STUDENT**  
**STANTEC ARCHITECTURE LTD.**

This is a great opportunity for a highly motivated, energetic student who is interested in growth on a professional and personal level we offer the opportunity to challenge your abilities in a dynamic work environment where there is an open office atmosphere and personal communication is important. As part of a multidisciplinary team, you will have the opportunity to work on a variety of projects. You will assist architecture and engineering related projects across northern Canada using applicable codes, standards, and reference materials. In this role you can apply what you have learned by helping prepare contract drawings, schematics, schedules, details, or sketches from conceptual design through to construction. Some field work may be required throughout this work term.

This position is preferred to:

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

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

Conditions of Employment: Driver's license, travel. Depending on the project, work could take place in remote areas, so candidates must be willing and able to occasionally travel to project sites for construction field review.



### **STEP-24044-P GIS TECHNICIAN**

#### **STANTEC ARCHITECTURE LTD.**

As a GIS technician with Stantec, you will be part of our Environmental Services GIS team and work on a variety of projects. Key tasks include assisting with spatial analysis, map production, data management and other geospatial support (e.g., data conversions and exports) for a variety of technical disciplines based out of the Whitehorse office. Position requires training with the ESRI software suite. Familiarity with AutoCAD and programming languages are an asset. The successful candidate will gain practical experience working with a wide variety of technical staff, using industry standard software.

This position is preferred to:

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

Field of Study: Completion of third year or higher in Geographic Information Systems, Geography or related field of study.

### **STEP-24045-P MARKETING/ADMINISTRATIVE ASSISTANT**

#### **STANTEC ARCHITECTURE LTD.**

This is a great opportunity for a highly motivated, energetic student who is interested in growth on a professional and personal level. We offer the opportunity to challenge your abilities in a dynamic work environment where there is an open office atmosphere and personal communication is important. In this role you will have the opportunity to use your knowledge to help create proposals and maintain updated project profiles. You will also maintain an update the archives.

This position is preferred to:

- persons of Canadian Aboriginal ancestry

Field of Study: Completion of first year or higher in Marketing, Business Administration, General Business or related field of study.

### **STEP-24046-P ENVIRONMENTAL TECHNICIAN**

#### **TETRA TECH CANADA INC.**

The Environmental Technician will be part of a team responsible for sample collection of groundwater, surface water, and soil on various projects in the Yukon, primarily in Whitehorse. Data entry into spreadsheets and into other TetraTech proprietary software will be required. A truck will be provided as required.

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

Conditions of Employment: Driver's license, travel, shift work/weekends, first aid/CPR. A current driving abstract will be requested. The majority of the work involves varying elements of weather, dust, being in the vicinity of heavy equipment and construction vehicles. Steel toes boots are required, other PPE will be provided. Some heavy lifting and use of sampling equipment is required.

### **STEP-24047-P GEOTECHNICAL MATERIALS TECHNICIAN**

#### **TETRA TECH CANADA INC**

The Geotechnical Materials Technician will be part of a team responsible for sample collection and quality control testing of soil, water, concrete and asphalt on various projects in the Yukon, primarily in Whitehorse. Data entry into spreadsheets other Tetra Tech proprietary software will be required. A truck will be provided.

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

Conditions of Employment: Driver's license, travel, shift work/weekends, medical clearance. Driving abstract will be requested. Majority of work involves varying elements of weather, dust, being in the vicinity of heavy equipment and construction vehicles. Steel toed boots are required. PPE will be provided. Some heavy lifting, and use of equipment.

## **STEP-24048-P PRODUCER**

### **THE HEART OF RIVERDALE COMMUNITY CENTRE**

The main task will be coordinating technical and logistical aspect of many of the performance and video projects that take place at the Heart of Riverdale over the summer. The Producer must work closely with other staff and the artists, as well as with the Artistic Director as technical and logistical perfection is very important to ensure smooth performances. A hip-hop festival, the Cypherfest, will be held at the Yukon Arts Centre in July, where the producer will play in essential role. The candidate will be in charge of the logistical and technical elements of the show and work closely with the Artistic Director and Events Coordinator to make sure all the necessary communications with the dancers and artists are completed.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Fine Arts, Business Administration, Project Management or related field of study.

Conditions of Employment: Travel, shiftwork/weekends, security check, ability to lift items weighing up to 15 kg, willingness to work flexible hours as required for technical rehearsals.

## **STEP-24049-P SUMMER PROGRAMMING COORDINATOR**

### **THE VICTORIA FAULKNER WOMEN'S CENTRE**

With support from the Victoria Faulkner Women's Centre (VFWC) team, the Summer Recreation Coordinator will take the lead role in planning and implementing summer programming at the Women's Center. This includes designing and delivering programming for moms and kids, for youth, and for our drop-in program. The coordinator will work with other members of the team to design a calendar of summer programming for the center. Tasks will include event planning and coordination, outreach and relationship building with community partners, working with a communications coordinator to promote events, gather evaluation forms and feedback from participants, and reporting on special projects. The coordinator will attend regular team meetings and training and work in a collaborative environment to offer a range of client centre programming to folks identifying and living as women and their children. Working directly with the Operations Manager the Summer Programming Coordinator will design and deliver a summer program, participate in ongoing centre planning, create and manage a budget for summer programming, and support the Women's Advocate, Community Kitchen Coordinator, and drop in team with a wide range of programming. The position will be mentored and supported by the Executive Director and will receive opportunities to job shadow with other positions to learn more about the women's centre and various career opportunities in this field. Approximately 30% of the time will be dedicated to program delivery, 30% to program development (planning, promoting, reporting), 30% of the time will be dedicated to other special projects, and 10% of the time will be dedicated to assisting with drop-in services at the women's centre as needed.

This position is preferred to:

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

Field of Study: Completion of second year or higher in Women and Gender Studies, Communications, Social Work or related field of study

Conditions of Employment: Driver's license, travel, shift work/weekends, security check. Criminal Record and Vulnerable Sector check are required for all staff. This position is open to all folks who identify as a woman or outside the gender binary.

## **STEP-24050-P STUDENT ADMINISTRATIVE ASSISTANT**

### **TOWN OF WATSON LAKE**

Reporting to the CAO, this position will aid in the administrative functions of the municipality and assist the CAO an executive assistance with day-to- day administrative duties. Our fast-paced office will provide exposure to various daily administrative tasks, government meeting processes and procedures and legislation, and enhanced customer service and public relations skills. Duties of the administrative assistant may include: records management and maintenance of digital and paper filing systems; assist in the research and creation of organizational policies, procedures and bylaws; assist in secretariat duties of the organization such as meeting scheduling, agenda preparation, meeting minutes, correspondence, research,

and other document preparations; assist with duties related to communication, social media and advertising; research, identify and assist with funding applications; website maintenance; assist with procurement research and document preparation; assist with the administration of Watson Lake Cemetery plot purchases and reservations.

This position is located in Watson Lake. Accommodations are not provided.

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

Conditions of Employment: Driver's license.

**STEP-24051-P TOURISM SERVICES ASSISTANT  
UP NORTH ADVENTURES**

The Tourism Services Assistant is responsible for welcoming clients and facilitating all aspects of trip logistics. This seasonal position is suitable for applicants with tourism industry education or experience, or those wishing to gain more experience. The Tourism Services Assistant duties include inventory management, assessing and assigning appropriate equipment for individual tour needs as well as assisting guests with pre-trip preparation. The employee will ensure that company assets (i.e., canoes, vans, equipment etc.) are clean and in good working order and ready for upcoming trips and tours. Travel throughout the territory may also be required. Training will be provided to candidates to ensure they have a general understanding of products in order to locate and then input customer information into Google Calendar and Google sheets.

This position is preferred to:

- persons of Yukon First Nations ancestry

Field of Study: Completion of first year or higher in Eco-Tourism, Outdoor Recreation, Environmental Education or related field of study.

Conditions of Employment: Driver's license, travel, shift work/weekends. Uniforms are supplied by the employer when required. Some heavy lifting as possible. All safety gear is provided when required. Must be willing and able to lift canoes/kayaks overhead. Must be prepared to work outdoors in a variety of weather conditions.

**STEP-24052-P CONSERVATION INTERN  
YUKON CONSERVATION SOCIETY**

The Yukon Conservation Society (YCS) is an environmental nonprofit organization, established in 1968. Over the years YCS has earned a respected position of influence on environmental policy and education in the North. Our mission is to pursue ecosystem well-being throughout the Yukon and beyond, recognizing that human well-being is ultimately dependent on fully functioning healthy ecosystems. This position is an opportunity for a conservation intern to be involved in diverse projects within a conservation organization, ranging from land-use planning to collecting mining data and writing articles to conducting research. Similarly, the daily tasks will be varied, from attending meetings and writing reports to researching a variety of issues. The intern will possess excellent research and analytical skills with a background in qualitative and/or quantitative research. In addition, knowledge of environmental issues and solutions currently influencing the Yukon, Canada and globally (i.e., biodiversity, climate change, mining, land-use planning, wetlands and wildlife) are critical. The intern can expect to gain or improve their skills in such areas: conducting training; reviewing and reporting on technical documents; preparing briefings and position papers; research methods and processes conducive to environmental research; and writing reports and articles.

This position is preferred to:

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

Field of Study: Completion of fourth year or higher in Conservation, Environmental Studies, Natural Sciences or related field of study

## **STEP-24053-P INTERPRETIVE GUIDE**

### **YUKON CONSERVATION SOCIETY**

Do you love nature, conservation and local history? The Yukon Conservation Society, YCS is a grassroots, environmental, non-profit organization, established in 1968. Our mission is to pursue ecosystem well-being throughout the Yukon and beyond, recognizing that human well-being is ultimately dependent upon fully functioning healthy ecosystems. Since 1980, our trail guides have introduced thousands of people to the trails around Miles Canyon/Kwanlin. The Interpretive Guides are responsible for delivering high-quality nature and historical interpretive programming to 1000+ visitors throughout the summer. This programming will be based on the trail guides own research into local history, geology, flora, and fauna during a comprehensive two-week training session. Trail guides will be primarily based in Kwanlin/Miles Canyon in Whitehorse from Tuesday-Saturday each week, engaging visitors, and leading twice daily two-hour interpretive nature hikes to a local historic site. The Guides will also assist the Educational Program Coordinator with special events, including extra feature hikes at a two-day arts event 'Created in the Canyon'. Each week a trail guide will be responsible for creating and editing an educational video about the nature and culture of the area.

This position is preferred to:

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

Field of Study: Completion of third year or higher in Outdoor Education, Environmental Studies, Conservation or related field of study.

Conditions of Employment: Driver's license, travel, security check, first aid/CPR. Physical ability to lead 2-hour hikes twice daily on uneven terrain. Must have own transportation to and from Kwanlin/Miles Canyon which is where the Guides primarily work. Must be able to attend all days of the two-week training session during the first two weeks of employment mandatory. The work week for this job is Tuesday to Saturday.

## **STEP-24054-P SUSTAINABLE MINING INTERN**

### **YUKON CONSERVATION SOCIETY**

The Yukon Conservation Society (YCS) is an environmental nonprofit organization, established in 1968. Over the years YCS has earned a respected position of influence on environmental policy and education in the North. Our mission is to pursue ecosystem well-being throughout the Yukon and beyond, recognizing that human well-being is ultimately dependent on fully functioning healthy ecosystems. This position is an opportunity for a mining intern to be involved in diverse projects within a conservation organization, ranging from land use planning to collecting mining data and writing articles to conducting research. Similarly, the daily tasks will be varied, from attending meetings and writing reports to researching a variety of issues. The intern will possess excellent research and analytical skills with a background in qualitative and/or quantitative research. In addition, knowledge of environmental issues and solutions currently influencing the Yukon, Canada and globally (i.e., climate change, mining, green energy, land-use planning, wetlands and wildlife) are critical. The intern can expect to gain or improve their skills in such areas: conducting training; reviewing and reporting on technical documents; preparing briefings and position papers; research methods and processes conducive to environmental research; and writing reports and articles.

This position is preferred to:

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

Field of Study: Completion of fourth year or higher in Engineering, Geography, Natural Sciences or related field of study.

## **STEP-24055-P FISHLADDER ATTENDANT**

### **YUKON FISH AND GAME ASSOCIATION**

Assisting the Manager of the Whitehorse Rapids Fishway in the following: to ensure that a professional and friendly atmosphere is maintained at this interpretive facility; scheduling hours related to a 8 hour/day week operation; handling, deposition and recording of daily sales; sound knowledge of Chinook Salmon habits and migration; ability to give single or group tours in a clear and effective manner; performing public tours of the facility; submitting bi-monthly time sheets to YFGA in a timely fashion to facilitate regular pay checks for all staff; data collection and relating information to DFO & YG Renewable Resources; monitoring freshwater species; number and sex of returning adult salmon; required sampling; assist the Whitehorse Rapids Fish Hatchery staff in the collection and spawning of the Chinook Salmon brood stock for the

hatchery program; monitor the Fishway for any unforeseen problems which may occur during the season in relation to fish passage flows; general overall day to day facility maintenance.

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

Conditions of Employment: Driver's license, shift work/weekends, first aid/CPR. Willing to reimburse if asked to complete first aid.

#### **STEP-24056-P WILDLIFE RESOURCE MANAGER**

##### **YUKON FISH & GAME ASSOCIATION**

Assisting the Executive Director of the YFGA in targeting major wildlife tasks and issues that are relative to the current year. We would foresee issues such as the permit draw system, communicating with the public, bison management, new caribou opportunities in some areas and reduced options in other areas, deer opportunities, salmon management, and research definition of residence in the rest of Canada to propose suggested change for the Yukon.

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

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

#### **STEP-24057-P OUTREACH ASSISTANT**

##### **YUKON INVASIVE SPECIES COUNCIL**

The Outreach Assistant will play a critical role in connecting with the community to promote understanding and action on invasive species issues. Daily tasks will involve drafting informational content, managing social media, and organizing local outreach events. Specific projects include developing A comprehensive engagement plan and conducting community surveys. Candidates should possess strong communication skills and a willingness to learn about Environmental Conservation. The position offers a dynamic work environment where the student can enhance skills in public engagement, content creation, and project management. Supervised by experienced professionals, the student will gain insights into environmental outreach strategies, making it an excellent opportunity for those pursuing careers in environmental science or public relations. The position will organize and execute local events and workshops such as weed pulls and farmers markets, with assistance from the outreach coordinator.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Environmental Science, Ecology, Public Relations or related field of study.

Conditions of Employment: Driver's license, shift work/weekends. First aid certification may be included in the onboarding for the successful candidate, but it is not a requirement.

#### **STEP-24058-P OUTREACH COORDINATOR/INVASIVE SPECIES TECHNICIAN**

##### **YUKON INVASIVE SPECIES COUNCIL**

YISC is searching for an energetic, creative and self-motivated individual interested in the environment. We are looking for an outreach coordinator/invasive species technician to assist in various duties, including communications, promotion, and organizing of public events with a focus on raising public awareness of invasive species, field support, on the ground surveys and office administration work for the council summer and fall programs. The employee will work closely with the Executive Director of the council. If you are interested in fun, varied and challenging opportunities, we'd love to hear from you. Duties include: coordinate and deliver local invasive species programs; travel to communities will be required to implement outreach programs; survey, monitor and record invasive species in Whitehorse and other project areas; implement management (removal) of selected invasive species infestations; assist with implementation of YISC's social media communication strategy; expand the councils online outreach program; foster existing partnerships and develop new partnerships with other groups; design, coordinate and produce communication materials, such as videos, posters, advertisements and easy newsletters; collect and record event advertisement and Facebook statistics.

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

Conditions of Employment: Driver's license, travel, shift work/weekends, first aid/CPR. First aid certification may be included in the onboarding for the successful candidate. We encourage those who do not have this condition to apply.

**STEP-24059-P RESTORATION TECHNICIAN**  
**YUKON SEED & RESTORATION**

The Restoration Technician will play a key role in work on vital, reclamation and restoration projects for YSR. The Restoration Technician will be particularly important in assisting in the implementation of field and community projects in FNNND's traditional territories that embody and align with the principles of Dooli Law. This position is predominantly a field work role and will work close to the Restoration Ecologist. This position is based out of Whitehorse but will include travel throughout the Yukon! Specific tasks will include: assisting in exciting restoration field work period including ECL mapping, reclamation research and planting projects; preparing gear for the field, keeping equipment organized and in good working condition; collecting field data for YSR projects, including native plant communities and soil class in remote locations; collection, processing and cataloguing with a high level of detail; supporting the facilitation team in training initiatives, this will include operating trucks, shuttling equipment and preparing training materials; data entry and uploads into the YSR database for mapping and reporting. The ideal candidate is: a secondary student in a natural resource field who has some field experience in ecology native plant reclamation, exhibit work practices, is detail oriented, organized and enjoys working outside; can use Word, Excel and GPS technology; has the ability to work in field conditions over rough terrain and stay in mining camps for up to a week at a time; has respect and interest in Indigenous ways of knowing.

This position is preferred to:

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

Field of Study: Completion of third year or higher in Ecological Restoration, Forestry, Natural Resource Management or related field of study.

Conditions of Employment: Driver's license, travel, shift work/weekends. Site specific drug and alcohol testing will be required occasionally.

**STEP-24060-P CLIMATE CHANGE RESEARCH ASSISTANT**  
**YUKON UNIVERSITY**

The Climate Change Research Assistant will be part of a multidisciplinary team, working on climate change adaption projects and research at the YukonU Research Centre (YRC). The main responsibilities of the Research Assistant include helping with ongoing research projects, conducting both desktop and field research, and contributing to the development of training materials. This includes conducting literature reviews of recent climate change research and project specific topics, report writing, contributing to proposal writing, data collection, and analysis, data entry and developing presentation and communication materials. The applicant should have the following skills: research and report writing skills; excellent written and oral communication skills; computer skills; organized and self-motivated; problem solver; work independently, and in a team; knowledge of climate change and related topics is an asset; GIS, graphic design, and/or other communication or data management skills are an asset. The Research Assistant will become versed in the science of climate change, and the impacts being observed in the Yukon. They will be integrated into the YRC's research initiatives, assisting staff with research, mainly based in the office, but also in the field as necessary. They can look forward to working in a team environment, contributing ideas, and developing products that will meaningfully impact the state of knowledge of climate change in the Yukon. Enthusiastic, self-motivated students who enjoy learning will thrive in this position.

Field of Study: Completion of third year or higher in Natural Resources, Geography, Indigenous Studies or related field of study.

Conditions of Employment: Day trips and overnight travel for field work are optional depending on student interest and availability.

### **STEP-24061-P FINANCE CLERK INTERM**

#### **YUKON UNIVERSITY**

This internship is an excellent opportunity for students currently pursuing their education in Finance and/or Business. You will be involved in the full cycle of finance and accounting at Yukon University from doing accounts receivable, accounts payable to functions done by the financial administrative clerk. The responsibilities include: accounts payable - data entry, filing, updating spreadsheets for signing authority within the University; accounts receivable - receipts from accepting deposits from internal departments, managing petty cash, filling cash machine and creating invoices; administrative support - filing and assistance as required by team.

Field of Study: Completion of second year or higher in Business, Commerce or related field of study

### **STEP-24062-P RESEARCH ASSISTANT: BEAUFORT SEA**

#### **YUKON UNIVERSITY**

The research assistant will assist with field work on a project that involves underwater vehicles, oceanography, and whales in the Beaufort Sea. The field work would occur in July/August, spending up to three weeks in Tuktoyaktuk, NWT. Prior to going into the field, the daily tasks would include testing field equipment (e.g., underwater gliders, CTDs, hydrophones) in local lakes, and planning the field campaign (e.g., identifying geographic coordinates of observation based on bathymetry and historical ocean and whale observations. In the field, the daily tasks would include conducting the planned field campaign (e.g., deploying ocean equipment, collecting ocean observations, monitoring observations and equipment. Additionally, depending on the research assistants' interest, they would analyze historical ocean and/or acoustic data on the topic, for example, characterizing the regional oceanography and or bowhead and beluga whale distributions. The ideal candidate would have the following knowledge and skills: field experience (preferably on the ocean or other bodies of water); computer data analysis skills EG, MATLAB, Excel, GIS, Google Earth, etc.); technological knowledge/experience (e.g., electrical or mechanical). This position offers field experience in a remote community, working with novel ocean observing technologies, and data analysis experience.

This position is located in Whitehorse and Tuktoyaktuk. Accommodations would be provided in Tuktoyaktuk.

This position is preferred to:

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

Field of Study: Completion of second year or higher in Environmental Science, Earth and Ocean Sciences, Physical or Biological Sciences or related field of study.

### **STEP-24063-P STEM FACILITATOR**

#### **YUKON UNIVERSITY**

Yukon University's Youth Moving Mountains summer camp program is run by a team of 12 post-secondary students, leading week-long educational and experiential STEM (Science, Technology, Engineering, Math) and trades camps in Whitehorse and Yukon's rural communities. The STEM facilitators participate in STEM specific training and plan activities for their camps for the first six weeks of the summer, creating fresh STEM content. The remainder of the summer spent directly with campers, supervising them and delivering engaging, hands-on activities related to STEM and trades. This position involves problem solving and collaboration with other team members to address any behavioural incidents or challenges with activity delivery.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Sciences, Engineering, Education or related field of study.

Conditions of Employment: Driver's license, travel, security, check. Training will be provided upon hire for first aid CPR-C, Food, Safe and Yukon First Nations 101.

## **STEP-24064-P STUDENT IT TECHNICIAN**

### **YUKON UNIVERSITY**

This position will provide support for technology solutions in student labs, classrooms and offices for faculty, staff, and students across all 13 Yukon university campuses. Daily tasks include planning and deploying of computer replacements and upgrades, maintaining an accurate IT asset inventory, assisting in asset decommissioning disposal and tracking and providing technical assistance to end users in a variety of situations. This position is also regularly called on to assist with network and networked devices, classroom technology, cyber security checks, windows 11 testing for deployment, and a variety of other infrastructure related tasks. Documentation and records of these tasks is a required component of the position. This position offers the opportunity for growth and specialization in areas of interest for the successful applicant. Strong problem-solving skills and an ability to learn and adapt to new technologies are critical. Working with the IT team, training will be provided for the more technical tasks performed by this position.

This position is preferenced to:

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

Field of Study: Completion of first year or higher in Computer Studies, Electrical Engineering, Information Technology or related field of study.

Conditions of Employment: Driver's license, travel.