

2019 STEP jobs

All employers other than Government of Yukon

STEP-19001-P ACCOUNTING ANALYST

AIR NORTH

Working in the Accounting office with financial software and Excel. Entering data into various systems for billing purposes and entering invoices into financial system for payments to vendors. Reconcile fuel, cash, payables, receivables, and general ledger accounts as required. Follow up with delinquent receivable customers as well as answer account inquiries from customers or vendors on their account and as needed to provide supporting documentation.

Field of Study: Completion of third year or higher in Finance, Accounting or Business

Conditions of Employment: n/a

STEP-19002-P MARKETING INTERN (2 POSITIONS)

AIR NORTH

The Marketing Intern will work closely with the Marketing and Sales department in developing and executing marketing campaigns, aid in sponsorship requests and prize packaging, attend and help coordinate Air North events, help with inventory management the department, and aid in social media content creation. We are a very collaborative unit, with a strong sense of team and a good sense of humour. The Marketing Intern will help grow Air North's brand and generate sales opportunities through a mixture of communication, organization and creativity.

Field of Study: Completion of second year or higher in Marketing, Communications or Business Administration

Conditions of Employment: Driver's License, travel and shift work/weekends or on-call.

STEP-19003-P ENVIRONMENTAL TECHNICIAN

ALEXCO ENVIRONMENTAL GROUP

We are looking for an individual to perform the following tasks: field sampling and environmental data collection; researching and compiling environmental data from public registries, government offices and/or library or internet services; environmental sample prep and shipping out to labs; manipulating digital environmental data and analysis reports; report editing, formatting, and compilation; interaction and liaison with clients and/or government regulatory agencies as directed by their supervisor; running errands on behalf of the organization and other related tasks.

This position has been preferenced to:

- Persons of Yukon First Nations ancestry

Field of Study: Completion of fourth year or higher in Environmental Science or Environmental Studies

Conditions of Employment: Driver's license, travel. Drug and alcohol testing will be a condition of employment. Current Standard First Aid/CPR Certification will be considered an asset.

STEP-19004-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 60 years. For more information on the company, see our website at www.ae.ca. We are currently seeking an Engineering Assistant for summer employment in our Whitehorse, Yukon 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/waste water treatment facilities, mining and other resources related activities.

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

Conditions of Employment: Driver's license, travel, shiftwork/weekend, security check. Steel toe boots are required, suitable outdoor clothing.



STEP-19005-P SUMMER LAW STUDENT

AUSTRING, FENDRICK & FAIRMAN

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 review 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

STEP-19006-P CAMP YUKON ADMINISTRATIVE ASSISTANT

BETHANY PENTECOSTAL TABERNACLE

The Camp Administrator/Support Staff shall be responsible for the registration of participants, which includes creating invoices, receiving payment, and recording all pertinent information. They will be responsible for correspondence with the public. They will assist with the coordination of participants and volunteers and will oversee the operations of Plan To Protect at Camp Yukon. The Camp Administrator/Support Staff position includes day trips to Camp and also overnight stays at Camp Yukon while programs are operating. The Camp Administrator will support the Director with Camp administration duties, and other duties as assigned, relating to the responsibilities of the position both in the office and at Camp Yukon. The successful candidate will be an energetic, outgoing, mature, motivated self-starter with good oral and written communication skills. They shall possess proficiency in office applications with efficient and accurate record management. They work effectively both independently and as a team member. A positive attitude with the willingness to learn is essential.

This position has been preferenced to:

- Persons of Yukon First Nations ancestry
- Persons of Aboriginal ancestry

Field of Study: Completion of second year or higher in Business Administration or Educational Studies

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

STEP-19007-P JUNIOR WEB DEVELOPER

BYTE - BRINGING YOUTH TOWARDS EQUALITY

We are seeking a Junior Web Developer to aid in updating and improving our organization's website (www.yukonyouth.com). In this role, you will employ IT skills, organizational skills, writing talents and attention to detail. The successful applicant will create new web pages, improve existing webpages, and update photos and other content on our website. Specific duties include: conducting an audit of our website to determine what works well, what could be improved etc; working with the Executive Director to prioritize website improvements; help identify key messages and website needs; work closely with our WordPress website, blog and Google Analytics to improve our website and web traffic. The successful applicant will have an interest in working with a small non-profit.

This position has been preferenced to:

- Persons of Yukon First Nations ancestry
- Persons of Aboriginal ancestry
- Persons with Disabilities

Field of Study: Completion of third year or higher in Computer Science, Computer Programming or Communications

Conditions of Employment: Security Check



STEP-19008-P FINANCE CLERK/INTERN
CATHWAY WATER RESOURCES LIMITED

The Finance Clerk/Intern for Cathway Water Resources will be supporting the management team during our busy season. This person will be working in a very dynamic and rewarding work environment and will mainly be responsible for doing accounts receivable, accounts payable, and other functions to support the bookkeeper and General Manager. The responsibilities include accounts payable data entry, creating invoices, creating charts and other documents, tracking time sheets and providing information to customers about their accounts. The position may occasionally require some local driving and running errands.

Field of Study: Completion of first year or higher in Business Administration or Finance

Conditions of Employment: Driver's License

STEP-19009-P HUMAN RESOURCES ADMINISTRATIVE ASSISTANT
CITY OF WHITEHORSE

Are you looking to develop your business skills in a fast-paced and complex public sector, unionized environment? Do you have excellent problem-solving and critical thinking abilities, and can you work independently and/or as a part of a team using your exceptional interpersonal skills? If you possess the above qualities, and you have a drive to succeed and learn, an HR Assistant position may be perfect for you. This position is a four-month STEP student term created to assist the Human Resources department with providing other City departments, and the citizens of Whitehorse, with a wide variety of HR services. You'll be working with a team of HR professionals resolving issues and applying/interpreting policies and practises such as recruitment, learning and development, labour and employee relations, and compensation and benefit administration. You will also be assisting with strategic projects such as workforce planning and Human Resource Information Systems.

Field of Study: Completion of first year or higher in Human Resource Management, Business Administration or Labour Relations

Conditions of Employment: n/a

STEP-19010-P TECHNICAL SUPPORT ASSISTANT
CITY OF WHITEHORSE

The Business and Technology Systems (BTS) department of the City of Whitehorse would like to hire an entry level IT professional/summer student during Summer 2019.

- Provide technical support and assistance for all City employees and authorized users with regards to computer workstation hardware (desktop or laptop), mobile devices (tablets, phones, radios, etc.), software and applications, network connections, printers and related IT equipment.
- Assist users by correctly diagnosing and identifying computer problems; researching answers and solutions and guiding them through corrective steps (troubleshooting).
- Deliver IT services requested by users, such as installation, configuration, upgrades, etc
- Assist in the implementation of IT projects, services, processes, and the deployment of systems and application.
- Perform inventory of IT assets and systems (equipment, hardware, software and applications, licenses, etc.).

This position has been preferenced to:

- Persons of Yukon First Nations ancestry

Field of Study: Completion of first year or higher in Computer Science, Information Technology or Information Services

Conditions of Employment: Driver's License, occasional heavy lifting, dusty conditions



STEP-19011-P STUDENT BIOLOGICAL TECHNICIAN
EDI ENVIRONMENTAL DYNAMICS INC.

The Student Biological Technician will be responsible for completing field data collection and entry and will participate in a number of natural resource projects. Assistance with fish, wildlife and vegetation inventories, water quality sampling, hydrology, and erosion and sediment control will be expected. The Student 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 of up to two weeks, work long hours 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 will be based in Whitehorse, however travel to communities in remote areas is expected. Accommodations will be provided when outside of Whitehorse.

Field of Study: Completion of second year or higher in Environment, Resource Management or Biology

Conditions of Employment: Driver's license, travel, shiftwork/weekends, first aid/CPR. Drivers abstract is required.
Personal equipment required: steel-toed boots, rubber boots, rain gear, waders.

STEP-19012-P EDUCATEUR A LA PETITE ENFANCE
GARDERIE DU PETIT CHEVAL BLANC

- Choisir, organiser et animer des activités qui favorisent les apprentissages et le développement physique, cognitif, affectif et social des enfants de 1 à 4 ans.
- Exécuter les activités de routine (arrivée, collation, repas, sieste, hygiène, habillage, départ) de façon décontractée, rassurante et individualisée.
- Assurer la sécurité et le bien-être des enfants.
- Encourager et stimuler l'enfant dans son apprentissage du français.
- Connaissance de la langue française indispensable.

This position has been preferred to:

- Persons of Yukon First Nations ancestry
- Persons of Aboriginal ancestry
- Persons with Disabilities

Field of Study: Completion of first year or higher in Education or Early Childhood Education

Conditions of Employment: Security Check, Medical Clearance, TB Testing and First Aide/CPR. Bonne connaissance et maîtrise du français. Études en lien avec la petite enfance.

STEP-19013-P ENVIRONMENTAL SUMMER STUDENT
HEMMERA ENVIROCHEM INC.

The primary focus of this student position is to gain experience through assisting our existing technical staff and project managers with the delivery of a broad variety of tasks and environmental project coordination. Our summer practicum will provide the opportunity for the successful student to participate in a diversity of roles including: ecological and socio-economic studies, consultation support, project logistics, environmental monitoring, site investigations and remediation programs across a wide variety of project types.

There are also opportunities to assist with interpretation, report writing and other office work.

This position is preferred to:

- persons of Yukon First Nations ancestry

Field of Study: Completion of second year or higher in Environmental Engineering, Applied Sciences or Social Science

Conditions of Employment: Travel, first aid/CPR

STEP-19014-P ARTS ADMINISTRATOR
LEAPING FEATS CREATIVE DANCEWORKS

The Arts Administrator will be in charge of organizing all the projects, events and shows in the summer and take in registrations for the summer camps and fall registrations. The position will require a lot of organization and attention to detail along with grant writing and marketing skills. The student will be working with other employees to book flights for guest instructors and dance companies, schedule dance classes and workshops and organize a fully produced performing art show at the Yukon Arts Centre.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Business Administration, Fine Arts or Arts Administration

Conditions of Employment: Shift work/weekends

STEP-19015-P DANCE CAMP COUNSELOR
LEAPING FEATS CREATIVE DANCEWORKS

The dance camp counselor will work under the direction of the camp leader to plan summer camp activities, execute the curriculum for the camps, which includes dance classes and video production, short showcases of the cumulative technique and choreography training over the weeks and appropriate indoor/outdoor activities (crafts and creative art projects). The counsellor will instruct camps in two Yukon communities (location to be determined) and 8 one-week camps in Whitehorse. Duties will include dance choreography, managing dance choreography, dance instruction, instruction in specific crafts and physical recreational activities. It will also involve collaborating with local and visiting artists to create and present a performance for the public at the Yukon Arts Center.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Fine Arts, Performing Arts or Education.

Conditions of Employment: Driver's license, travel, shiftwork/weekends

STEP-19016-P LDAY CAMP RAVEN DIRECTOR
LEARNING DISABILITIES ASSOCIATION OF YUKON

The Camp Director will plan, organize and promote four two-week day camps for 6 to 14-year-olds with learning difficulties. The director will plan activities, organize staff training, track camp registrations, solicit donations, marshal equipment and supplies, and keep track of expenditures. Responsibilities include working cooperatively with camp staff to deliver programming and ensure the safety and well-being of campers. The director will drive a camper van and will be required to participate in overnight campouts. The director will also write a final report and help clean up and organize supplies at the end of the summer.

This position is preferred to:

- persons with disabilities

Field of Study: Second or subsequent year in Education, Social Work or Health

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

STEP-19017-P JUNIOR ACCOUNTANT

M. MCKAY AND ASSOCIATES LTD

Your role will be a combination of file preparation, administrative work and assistant to other accountants. You will be involved in the planning of financial statement audits, reviews and notice to readers, as well as preparing working papers, ensuring adequate audit evidence is tested and collected, required forms are completed. You will receive a broad range of experience in this position. You may also work on several other types of engagements, including: Compilation, Personal tax returns, corporate tax returns, GST returns, etc.

Field of Study: Completion of second year or higher in Business Administration or Accounting

Conditions of Employment: Travel, shift work/overtime

STEP-19018-P EARLY CHILDHOOD EDUCATOR

NLAYE NDASADAYE DAYCARE SOCIETY

Nlaye Ndasadaye Daycare is a not-for-profit daycare currently looking for an individual to work as an early childhood educator (ECE). The applicant's primary responsibility is the care and education of children. The ECE presents, directs, and assesses the positive, emotional, physical, social and cognitive development of children in a child care setting by implementing appropriate activities and programs according to each child's individual developmental abilities, interests and needs.

This position has been preferred to:

- Persons of Yukon First Nations ancestry
- Persons of Aboriginal ancestry

Field of Study: Completion of first year or higher in Early Childhood Education, Education or Psychology

Conditions of Employment: Travel, security check, medical clearance, TB testing, first aid/CPR. Students must obtain immunization records and be willing to sign a confidentiality policy.

STEP-19019-P ANALYST BUSINESS SYSTEMS

NORTHWESTEL INC.

This role is accountable for application development and technical support of Northwestel's enterprise applications. The role is responsible for the analysis of business user requirements through a solution design, build and technical support. A specific SharePoint-based project will be assigned with delivery expected during the placement. Tasks will include gathering business requirements, designing and building the site, and preparing technical documentation. Other related projects within the Office 365/SharePoint environments may be assigned as time allows. Working in a team environment, the Analyst is expected to collaborate orally and in writing with stakeholders, be creative, adhere to safety, technical and security standards; and, be motivated to produce high quality results.

This position has been preferred to:

- Persons of Yukon First Nations ancestry
- Persons of Aboriginal ancestry
- Persons with Disabilities

Field of Study: Completion of first year or higher in Information Technology, Computer Science or Library Sciences

Conditions of Employment: n/a

STEP-19021-P GOVERNMENT AND INDIGENOUS RELATIONS ASSISTANT
NORTHWESTEL INC.

The Government and Indigenous Relations Assistant will work directly with the Government Relations leads at Northwestel to gain a strong understanding of the public and private sectors in the North. The incumbent will have the opportunity to lead and support Government Relations initiatives including, but not limited to: updating and enhancing the community resource guide, government contacts and event databases; supporting relationships and partnerships building; coordinating meetings and community engagement activities; preparing correspondence; participate in community outreach events and initiatives, researching government priorities and programs, strategic planning and other administrative support, as required. The incumbent will build a strong understanding of Northern Government including Federal, Territorial, Indigenous and Municipal, as well as enhanced knowledge on Northern history culture, geography and governance, including Land Claims.

This position has been preferred to:

- Persons of Yukon First Nations ancestry
- Persons of Aboriginal ancestry
- Persons with Disabilities

Field of Study: Completion of second year or higher in Indigenous Studies OR Political Science OR Business

Conditions of Employment: Driver's license, travel

STEP-19022-P HUMAN RESOURCES GENERALIST
NORTHWESTEL INC.

The Human Resource (HR) Generalist will work with stakeholders to review and revise HR policies and position descriptions. The generalist will work with HR team members to review current policies, develop a standardized policy format and make any necessary revisions. The generalist, along with HR team members will also develop and implement a process to review and update job descriptions. The generalist will take a leading role in structuring and carrying out this work under the supervision of a senior manager. To carry out the work successfully, the generalist will require effective communication skills, experience in Microsoft Office applications, be detail oriented and a critical thinker.

This position has been preferred to:

- Persons of Yukon First Nations ancestry
- Persons of Aboriginal ancestry
- Persons with Disabilities

Field of Study: Completion of third year or higher in Human Resources or Business or Communications

Conditions of Employment: n/a

STEP-19023-P JUNIOR ENGINEER
NORTHWESTEL INC.

This position will give an engineering student exposure to various telecommunication sites and roles in northern Canada. The successful candidate will collect data from various sites either through technicians, project managers, or site visits and update equipment and circuit records. May require some travel. Familiarity with Microsoft Office Suite, SharePoint and other tools is an asset. Possible opportunity to work with ArcGIS data and systems. Possible opportunity to create Python script for data presentation.

This position is preferred to:

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

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

Conditions of Employment: Travel



STEP-19024-P JUNIOR PRODUCT MANAGER
NORTHWESTEL INC.

We are looking for a Marketing, Business, or Finance student to join us this summer and put their theoretical knowledge into practice in a live environment while under the tutelage of experienced professionals. You will work closely with the Product Management team. You will report key learnings from analysis providing input into the development of Product Management strategy. You will be assisting in the development of product briefs and competitive overviews. You will provide project management support to the entire Product Management group.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Marketing, Business or Finance

Conditions of Employment: Driver's license, travel

STEP-19025-P WILDLIFE TECHNICIAN TRAINEE (JOHNNY CHARLIE)
PORCUPINE CARIBOU MANAGEMENT BOARD

This position will be based out of Dawson. Working together with the North Yukon Regional Biologist, the summer student will carry out regular monitoring work and assist researchers collaborating with the team (e.g., McGill and University of Montana University graduate students). At times the student will be required to work unsupervised in an office setting to achieve objectives set out by regional staff. Field work will always occur with regional staff or with other collaborators (e.g., Parks Branch, McGill). Travel to PCMB meetings will occur in collaboration with PCMB staff. In addition to potential annual monitoring of Porcupine Caribou, a wide variety of field work will be completed throughout the summer including monitoring of pika, sheep, waterfowl, and grouse. While attempts will be made to include summer students in as much fieldwork as possible, all fieldwork is tentative and scheduling will need to be flexible.

This position is located in Dawson city. Accommodations will not be provided and are the responsibility of the student.

Field of Study: Completion of third year or higher in Biology/Ecology, Environmental Sciences or Geography

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

STEP-19026-P ARCHITECTURE STUDENT
STANTEC CONSULTING LTD.

This is a great opportunity for a highly motivated, energetic person who is interested in growth on a professional and personal level. We offer all candidates the opportunity to challenge their abilities in a dynamic work environment. Position will include: general architectural office practices; Building Information Modelling through project design and documentation; fieldwork (evaluation of existing sites); on-the-job training for all work required, including use of drafting software and other application specific design software; receive verbal and written directions from the Architect for a finished product or document; hands-on contribution to a variety of projects within multidisciplinary teams.

Field of Study: Completion of third year or higher in Architecture or Project Management

Conditions of Employment: Travel

STEP-19027-P MECHANICAL/ELECTRICAL ENGINEERING STUDENT
STANTEC CONSULTING LTD.

Work with a team of professional engineers and architects on a variety of exciting building design projects. We offer: hands-on contribution in a large variety of projects; challenging project opportunities; annual summer party and/or company recreational event; competitive student wage; immersion into a dynamic multidisciplinary firm; on-the-job training for all work required, including use of drafting software and other application specific design software.

Field of Study: Completion of fourth year or higher in Mechanical Engineering, Electrical Engineering OR Engineering Technology

Conditions of Employment: Travel. If the student is required to go on site, they will need to supply their own safety boots. All other PPE is provided by the employer.

STEP-19029-P GEOTECHNICAL MATERIALS TECHNICIAN
TETRA TECH CANADA INC

The Geotechnical and Materials Testing 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 and into other EBA proprietary software will be required. A truck will be provided.

Field of Study: Completion of second year or higher in Geotechnical Engineering, Civil Engineering or Geological Engineering

Conditions of Employment: Driver's license, travel, shiftwork/weekends. Safety gear provided, some heavy lifting.

STEP-19030-P SUMMER ARTS CAMP COUNSELLOR (2 POSITIONS)
THE HEART OF RIVERDALE COMMUNITY CENTRE

Under the guidance of the Executive Director and Senior Program Coordinator, the Summer Art Camp Programmer and Leader will carry out detailed planning and preparation for arts-based summer camps for kids aged 5-12. This includes lesson plans, scheduling of activities and staff. The programmer/leader will assist in purchasing and ordering of supplies and materials and preparing space for each weekly camp. During camps, the Leader will be responsible for instruction and supervision of children for both inside and outside activities and will provide guidance for teen assistant leaders. The Leader will ensure the centre is open, clean and tidy in time to welcome campers and families. The Leader will, under the guidance of arts professionals, plan and produce final camp performances and showing in 'The Courts' blackbox theatre, create videos for sharing with participants and families, as well as gather feedback for evaluation and improvement of the program.

Field of Study: Completion of first year or higher in Fine Arts, Performing Arts or Education

Conditions of Employment: Security check, first aid/CPR.

STEP-19031-P SUMMER RECREATION COORDINATOR
VICTORIA FAULKNER WOMEN'S CENTRE

The Summer Recreation and Consent Coordinator will take the lead role in planning and implementing the Moms and Kids Recreation program, with support from the Victoria Faulkner Women's Centre team staff. This program runs one day per week and includes crafts, outdoor activities, educational games and healthy lunches for mothers and their children to enjoy at no cost. The student will also be responsible for the assistance in coordinating the Consent Crew violence prevention campaign in partnership with the Program Coordinator and staff from Les EssentiElles. This campaign aims to reduce sexualized violence by promoting and educating folks on consent, safer sexual health practices and opening a sex-positive dialogue at summer music festivals and public events hosted across the territory in the summer months. The student's role will take place within our client-centred, friendly drop in space, open to anyone who identifies as a woman. As such, this job is only open to applicants who identify as a woman.

Preference will be given to persons of Yukon First Nations ancestry.

Field of Study: Completion of third-year or higher in Women's Studies or Education or Sociology

Conditions of Employment: Travel, shiftwork/weekends, security check, first aid/CPR



STEP-19032-P MECHANICAL ENGINEERING CO-OP STUDENT
WILLIAMS ENGINEERING CANADA INC.

Working closely with the Project Manager, assisting on various projects, and contributing to the technical competence and production requirements of the discipline. Provides exceptional customer service and coordination assistance with internal and external project partners (consultants, contractors, etc.). Responsibilities Include: Working with the Project Manager to provide our clients with finished projects in a timely manner. Communicate effectively with the Project Manager; this includes collecting and coordinating useful information. Maintain a working relationship with other staff. Participate in discussions with client, as required. Gaining an understanding of quality control. Under supervision, prepare engineering design, specification and/or recommendations for the following: HVAC, energy analysis, equipment selection & specification, high & low pressure piping, mechanical design details, plumbing, storm/sewer, sustainable design.

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

Conditions of Employment: Driver's license, clean drivers abstract, travel

STEP-19033-P CLIMATE CHANGE RESEARCH ASSISTANT
YUKON COLLEGE

The Climate Change Research Assistant will be part of the multidisciplinary team working on climate change projects and research at the Northern Climate Exchange (NCE), Yukon Research Center, Yukon College. The main responsibilities of the Research Assistant include helping with ongoing research projects, conducting both desktop and field research, and writing literature reviews and reports. The Research Assistant will become versed in the science of climate change and the impact being observed in Yukon. The Research Assistant will be integrated into that and NCE's research activities, assisting NCE staff with mainly office projects, but also fieldwork as necessary. They can look forward to looking in a team environment, contributing ideas and developing products that will meaningfully impact the state of knowledge of climate change science for that North. Enthusiastic, self-motivated students who enjoy learning will thrive in this position.

Field of Study: Completion of third year or higher in Environmental Studies, Geography or Indigenous Studies

Conditions of Employment: n/a

STEP-19034-P CUBE SATELLITE PROJECT MANAGER
YUKON COLLEGE

This is a great opportunity for an enthusiastic student to support Yukon College's first space mission while gaining valuable career experience. Manage the second phase of Yukon College's CubeSat project, which is a project where post-secondary students will design, build, assemble, test and operate a cube satellite performing a mission in space. This position will be involved in the project from a preliminary design phase working with project members toward the completion of the design phase. Job duties include: Managing the CubeSat project as a project that respects milestones, schedule and budget. Applying for funding from various sources. Community engagement, assembling and coordinating the technical, communications, and education teams. Assisting with engineering design and preparing reports. We are looking for an energetic, passionate and driven individual with: experience in coordinating events/activities and overseeing budgets, excellent interpersonal and written/oral communication skills, strong time management and organisational skills and strong computer skills.

Field of Study: Completion of fourth year or higher in Engineering or Project Management

Conditions of Employment: n/a

STEP-19035-P FIELD RESEARCH ASSISTANT

YUKON COLLEGE

The incumbent will be assisting in various biodiversity field research projects at the Yukon Research Center, Yukon College. All involve field work outside of Whitehorse. These projects under the direction of Conservation Biologist, Dave Mossup, largely use bird focal species. They include conducting counts of breeding waterfowl, songbirds and raptors using standard techniques, recording data in a prescribed format, collating data, and entering results into a computer database. Fieldwork will involve some longer water based trips, and the successful applicant should be comfortable with field camping.

Field of Study: Completion of second year or higher in Conservation Biology

Conditions of Employment: Driver's license, travel

STEP-19036-P FIELD RESEARCH TECHNICIAN

YUKON COLLEGE

This STEP position is responsible for providing technical assistance to a PhD graduate student conducting Yukon-based field dendroecology/climate change research in the Yukon Research Centre at Yukon College. The work of this position is performed in an office and in the field. The student will travel routinely to the field and to outlying communities by road or aircraft as required. The position requires interdisciplinary knowledge in the fields. The participant will gain experience in recognizing Yukon ecological systems, apply their education within the field of forest ecology and learn about the implications of climate change in northern ecological systems – highly transferable skills with direct applicability to environmental studies in many different organizations and research institutions.

Field of Study: Completion of third year or higher in Forestry, Ecology or Dendroecology

Conditions of Employment: Driver's license, travel, shift work/weekends, first Aid/CPR. Wilderness First Aid/CPR training will be considered an asset and will be required in the position, training will be provided.

STEP-19037-P FINANCE CLERK INTERN

YUKON COLLEGE

This internship is an excellent opportunity for students currently pursuing their education in Finance and/or Business. You will be able to practice the full cycle of finance at the college from doing accounts receivable, accounts payable, to functions done by the financial administrative clerk. The responsibilities include: accounts payable - applying payments, receiving invoices, data entry and filing; accounts receivable - creating invoices, accepting deposits from department, entering payments, managing petty cash and filling cash machine; administrative support, filing and assistance as required by team.

Field of Study: Completion of first year or higher in Business Administration or Finance

Conditions of Employment: n/a



STEP-19038-P JUNIOR PROJECT OFFICER

YUKON COLLEGE

Cold Climate Innovation (CCI) is a department at Yukon College located at Northlight Innovation Hub that promotes economic development throughout the territory by supporting innovative entrepreneurs through funding, expertise, business mentoring, and project management. CCI supports Yukon Innovators to improve the lives of Northerners through research, innovation and commercialization. This position would assist with: coordination and administration of the CCI's projects and activities; gathering and reviewing existing data for CCI's metrics and reports; developing and helping to execute workshops on community economic development; reporting.

This position has been preferenced to:

- Persons of Yukon First Nations ancestry
- Persons of Aboriginal ancestry
- Persons with Disabilities

Field of Study: Completion of second year or higher in Business, Engineering or Science

Conditions of Employment: Driver's license, travel

STEP-19039-P LITTLE LEARNERS CAMP FACILITATOR

YUKON COLLEGE

The Little Learners Camp Facilitator will be responsible for delivery of the Little Learners Expedition Camps for youth between ages 5 to 7 years old. They will create and/or modify existing curriculum for the Little Learners camps and ensuring all supplies required are on hand or purchased as needed. They will work with a team of other Camp Coordinators and Facilitators to provide campers with supervision, coordinated recreational and educational activities and field trips. Duties include: maintaining camp files, records and pictures; equipment set up; purchasing supplies through Yukon College purchasing requirements; responding to parent inquiries; school visits/workshops to market camps; administrative office duties; day-to-day operations of delivery of YC Kids Little Learners Expedition Camps. Upon completion of the summer camp season, the coordinator will review course content and activities and complete a final report and make recommendations for future camp delivery.

Field of Study: Completion of second year or higher in Education, Early Childhood Education or Science

Conditions of Employment: Driver's License, travel, shift work/overtime, security check. First Aid will be provided as part of training and orientation.

STEP-19040-P RESEARCH ASSISTANT

YUKON COLLEGE

This Research Assistant position will work as a part of a Northern Energy Innovation's research program that addresses the pertinent issues faced by the northern energy industry. The research areas are determined by directly by all 4 utility corporations across the northern territories. Work will require interdisciplinary skills in electrical, electronics, mechanical, information technology, and data analytics. Work will involve hands-on activity, analytical work, literature review, report writing, and presentation of findings to supervisor. Tasks will include:

- Researching and collecting data through complex techniques and procedures, literature review, structured interviews or other project specific methodology
- Applying engineering and physics principles to solve technical issues for electric power systems
- Interpreting, synthesizing and analyzing data
- Organizing and reporting on status of research activities
- Completing research procedures, tests, equipment or software management

This position is preferenced to:

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

Field of Study: Completion of third year or higher in Engineering, Renewable Energy or Technology

Conditions of Employment: n/a



STEP-19041-P SCIENCE CAMPS FACILITATOR

YUKON COLLEGE

The Science Camp Facilitator will be responsible for delivery of the Science Camps for youth between ages 5 to 15 years old. They will create and/or modify existing curriculum for the science camps and explore ways the curriculum will also encourage kids to look at the Trades. The Facilitator will ensure all supplies required are on hand or purchased as needed. They will work within a team of other Camp Facilitators to provide campers with supervision, coordinated recreational and educational activities and field trips. Duties include: researching and creating curriculum; maintaining camp files, records and pictures; equipment set up; purchasing supplies through Yukon College purchasing requirements; responding to parent inquiries; school visits/workshops to market camps; administrative office duties; day-to-day operations of delivery of YC Kids Science Camps. Upon completion of the summer camp season, the coordinator will review course content and activities and complete a final report and make recommendations for future camp delivery.

Field of Study: Completion of second year or higher in Sciences, Education or Engineering

Conditions of Employment: Driver's license, travel, shiftwork/weekends, security check, first aid/CPR. First aid will be provided as part of training and orientation.

STEP-19042-P SUMMER INSTRUCTOR

YUKON COLLEGE

The Summer Student Instructor position is an excellent opportunity for students currently pursuing their education/career in Education, Criminology or the Social Sciences. Under the direction of the Yukon College-Whitehorse Correctional Centre (WCC) Instructor, the Student Instructor will assume teaching responsibilities during the summer. The student instructor will be responsible for assisting in the development of individualized education plans/programs for WCC students and for providing both class based and one-on-one academic instruction/tutoring in basic literacy, numeracy, general upgrading, pre-trades math and college prep courses in Math and English. The Student Instructor will also be required to assist with the coordination of programming within WCC and community partners. This position requires the completion of various duties including the maintenance of student files, classroom management, communication with WCC staff, and completion of daily and weekly administrative tasks.

This position has been preferred to:

- Persons of Yukon First Nations ancestry
- Persons of Aboriginal ancestry
- Persons with Disabilities

Field of Study: Completion of second year or higher in Education, Criminology or Social Sciences

Conditions of Employment: Security Check. Must be 19 years of age or older. Must provide a criminal records check with vulnerable populations.

STEP-19043-P TECHNOLOGY CAMPS FACILITATOR

YUKON COLLEGE

The Technology Camp Facilitator will be responsible for delivery of the Technology Camps for youth between the ages 5-15 years old. They will create and/or modify existing curriculum and explore ways that the curriculum will also encourage young people to explore the trades. Technology Camps Facilitator will also be ensuring all supplies required are on hand or purchased as needed. They will also work with a team of other Camp Facilitators to provide campers with supervision, coordinated recreational and educational activities and field trips. Duties include: maintaining camp files, records and pictures, equipment set up, purchasing supplies through Yukon College purchasing requirements, responding to parent inquiries, school visit/workshops to market camps, administrative office duties, day-to-day operations of delivery of YC Kids Technology Expedition Camps. Upon completion of the summer camp season the Facilitator will review course content and activities and complete a final report and make recommendations for future camp delivery.

Field of Study: Completion of second year or higher in Education, Sciences or Engineering

Conditions of Employment: Drivers Licence, Travel, Shiftwork/weekends, security check, first aid/CPR. First Aid will be provided as part of the training week



STEP-19044-P ASSISTANT PROGRAMMER (VOLUNTEER COORDINATOR)
YUKON FIRST NATIONS TOURISM ASSOCIATION

The Assistant Programmer (Volunteer Coordinator) for the 2019 Adaka Festival will plan and implement the Volunteer Program as well as provide support for performers and artists attending the festival. They will be responsible for arranging accommodations and travel for visiting artists and performers and food service in the Hospitality Room. The Assistant Programmer will help plan and produce receptions and a community feast.

This position is preferred to:

- persons of Yukon First Nations ancestry

Field of Study: Completion of first year or higher in Visual or Performing Arts, Culture & Heritage or Business Administration

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

STEP-19045-P VISUAL ARTS ASSISTANT
YUKON FIRST NATIONS TOURISM ASSOCIATION

Working under the direction of the Arts Programmer, the Visual Arts Assistant will assist with the planning, coordination and management of all visual arts programming for that 2019 Adaka Cultural Festival. This will include planning and logistics for the Arts and Craft workshop program, the planning in the installation of the festival Art Gallery, Gift Shop, and the art and performing workshops.

This position is preferred to:

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

Field of Study: Completion of first year or higher in Visual Arts, Heritage & Culture OR Business Administration

Conditions of Employment: Shift work/overtime

STEP-19046-P FISHLADDER SUPERVISOR
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 8hr/day week operation • Handling, depositing and recording of daily sales • Supervising and working alongside Ladder Attendants • 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 in order to facilitate regular pay checks for all staff • Data collection and relaying information to DFO and YTG Renewable Resources • Monitoring fresh water 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 or Education

Conditions of Employment: Driver's license, shift work/weekends, first aid/CPR

STEP-19047-P WILDLIFE RESOURCE MANAGER
YUKON FISH AND 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 populations, salmon management, and research definition of residence in the rest of Canada to propose suggested change for the Yukon.

Field of Study: Completion of second year or higher in Biology, Education or Environmental Studies

Conditions of Employment: n/a



STEP-19048-P FIRST NATIONS OUT PATIENT LIAISON WORKER
YUKON HOSPITAL CORPORATION

Under the direction of the Clinical Manager assists in providing supportive out-patient services for First Nations, Inuit, and Metis. Ensures out patient is aware of appointments and addresses any barriers to patient attending appointments (transportation, support letters, finding child care, etc.). Further the incumbent ensures individual understands any follow up required (faxing prescriptions, referrals, etc.). Supports individuals as required during appointments (cast clinics, medical imaging, specialist clinics, etc.). In conjunction with the Cultural Coordinator, assists in planning culturally relevant activities (i.e. National Aboriginal Day, harvesting, program promotions).

This position has been preferenced to:

- Persons of Yukon First Nations ancestry
- Persons of Aboriginal ancestry

Field of Study: Completion of second year or higher in Social Work, Education or Psychology

Conditions of Employment: Security check, TB testing. At times student may be exposed to resistant, hostile, violent patients and/or family. Every effort is made not to expose the student to these situations independently.

STEP-19049-P PATIENT CARE ASSISTANT (3 POSITIONS)
YUKON HOSPITAL CORPORATION

As a multidisciplinary team member, under the supervision of the Critical Care Manager or Registered Nurse, the incumbent provides a nursing care for patients through the administration and implementation of medical investigation and therapeutic programs. Provides a nursing care in order to promote patient's physical, mental, emotional and spiritual well-being by: using the nursing process and physicians order in conformance with established standards and hospital policies; assisting in assessing needs, planning, implementing, evaluating and documenting nursing care for assigned patients; observing and reporting symptoms and condition of patient to the appropriate person; coordinating services and cooperating with other hospital departments involved in the care; maintaining a safe and Therapeutic environment for patients, visitors and staff by following sound bacteriological and preventative medicine principles; safeguarding patients' rights and physical well-being; assisting in maintaining accurate, pertinent patient records through written and computerized documentation; reporting to the supervising registered nurse any problems with patients, families or unusual occurrences; problem solving and conflict resolution; cleaning and checking equipment, informing the appropriate individual of malfunctioning equipment.

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

Conditions of Employment: Shift work/weekends, security check, medical clearance, TB testing, first aid/CPR

STEP-19050-P TECHNICAL ASSISTANT
YUKON HOSPITAL CORPORATION

The incumbent helps to provide support in analyzing different network components, managing hardware assets, supporting the repositioning of hardware assets and installing software on a limited range of hardware platforms. The hospital corporation is responsible for the delivery of acute care in facilities throughout Yukon. The incumbent will have the opportunity to gain experience with a number of current technologies and systems that are utilized in similar organizations throughout Canada. Desired would be someone with experience working with PC hardware and Windows platforms. Strong understanding of hardware and software, theories, principles and practices. Good oral and written communication, working with teams and independently.

Field of Study: Completion of first year or higher in Computer Studies or Business Systems

Conditions of Employment: Travel, security check, TB testing



STEP-19051-P FAMILY LITERACY CENTER PROGRAM ASSISTANT
YUKON LITERACY COALITION

The Family Literacy Center Program Assistant will promote, plan and lead a day-to-day activities at the Pioneer Hotel and within the community under the supervision of Yukon Literacy Coalition staff. This position will be responsible for preparing and facilitating activities for children, youth, and families. Activities might include, but are not limited to: storytelling, reading, arts and crafts, games, drama. Much of the position will involve participating in the community events and activities at Parks and festivals in the Whitehorse area. This will require writing the Book Bike, driving and heavy lifting. Some travel may be required. Other tasks may be assigned by supervising YLC staff.

Field of Study: Completion of first year or higher in Education, Sociology or Social Work

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

STEP-19052-P ANIMAL CARE ASSISTANT
YUKON WILDLIFE PRESERVE OPERATING SOCIETY

If you are mature, energetic and driven young person with career goals in Biology, Environmental Science, and Renewable Resource Management or related field and love the Yukon outdoors you will benefit from the experience at the Yukon Wildlife Preserve (YWP). Yukon Wildlife Preserve offers a unique opportunity to learn more about behaviour of various species of Yukon native wildlife while providing daily care to more than 180 animals at the YWP collection as well as injured and orphaned wildlife in rehabilitation.

Field of Study: Completion of first year or higher in Biology, Environmental Science or Renewable Resource Management

Conditions of Employment: Driver's license, shiftwork/weekends, medical clearance, first aid/CPR, heavy lifting, up-to-date tetanus immunization

STEP-19053-P WILDLIFE REHABILITATION ASSISTANT
YUKON WILDLIFE PRESERVE OPERATING SOCIETY

If you are mature, energetic and driven young person with career goals in Biology, Environmental Science, and Renewable Resource Management and love the Yukon outdoors you'll benefit from the experience at the Yukon Wildlife Preserve (YWP). Yukon Wildlife Preserve offers a unique opportunity to learn more about behaviour of various species of Yukon native wildlife while providing daily care to injured and orphaned wildlife in rehabilitation to more than 180 animals at the YWP collection.

Field of Study: Completion of first year or higher in Biology, Environmental Science or Renewable Resource Management

Conditions of Employment: Driver's license, shiftwork/weekends, medical clearance, first aid/CPR, heavy lifting, up-to-date tetanus immunization

