

ASC Internships 2023 / 2026 Apply Here

Description

Accessibility Standards Canada (ASC) is seeking a highly motivated and dedicated individual to join our team as an ASC Internships Coordinator. In this role, you will play a crucial part in facilitating internships within the organization, ensuring that students and recent graduates have the opportunity to gain valuable work experience and contribute to our mission of advancing accessibility standards in Canada.

Responsibilities

1. Internship Program Management:

- Develop, implement, and manage the ASC Internship Program, aligning it with the organization's goals and objectives.
- Collaborate with department heads and team leaders to identify suitable internship opportunities and projects.

2. Recruitment and Selection:

- Create and publish internship job postings, both internally and externally.
- Screen and interview prospective interns to assess their suitability and alignment with ASC's values and objectives.
- Coordinate the selection process, making recommendations to department heads for final internship placements.

3. Onboarding and Training:

- Oversee the onboarding process for interns, ensuring that they receive all necessary information, resources, and tools.
- Develop and deliver orientation sessions to familiarize interns with ASC's culture, policies, and procedures.

4. Mentorship and Support:

- Assign mentors to interns and provide ongoing support to both mentors and interns throughout the internship period.
- Encourage a positive learning environment and facilitate regular check-ins to monitor progress and address any challenges.

5. Professional Development:

- Work with interns to set clear learning objectives and goals for their internships.
- Organize professional development opportunities, workshops, and training sessions for interns to enhance their skills and knowledge.

6. Monitoring and Evaluation:

- Regularly assess and evaluate intern performance and progress toward their goals.
- Collect feedback from interns, mentors, and department heads to continually improve the internship program.

7. Compliance and Reporting:

- Ensure that the ASC Internship Program complies with all relevant labor laws and regulations.
- Prepare regular reports on the status and impact of the program for senior management and stakeholders.

Hiring organization

Accessibility Standards Canada

Employment Type

Intern

Duration of employment

3 Months

Industry

Government

Job Location

Gatineau, Quebec, Canada, J8L,
Gatineau, Quebec, Canada

Working Hours

09

Date posted

April 1, 2026

Valid through

30.10.2026

Qualifications

- A bachelor's degree in a related field.
- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Knowledge of accessibility standards and issues is an asset.
- Experience in human resources, talent acquisition, or education is preferred.

Job Benefits

- **Competitive Compensation:** ASC offers a competitive salary package that reflects the experience and qualifications of the candidate.
- **Professional Development:** Employees are encouraged to participate in workshops, seminars, and training sessions to enhance their skills and knowledge. This helps in career growth and personal development.
- **Internship Opportunities:** As the ASC Internships Coordinator, you will have the chance to work with a diverse group of interns, providing you with opportunities to network and develop mentoring skills.
- **Healthcare Benefits:** Access to comprehensive health and dental insurance plans to ensure that employees and their families are well-covered.
- **Retirement Plans:** ASC may offer retirement savings plans such as a pension or a 401(k) plan to help employees secure their financial future.
- **Work-Life Balance:** ASC values work-life balance and may offer flexible work hours or remote work options when appropriate.
- **Diversity and Inclusion:** Accessibility Standards Canada is committed to fostering a diverse and inclusive work environment, promoting an atmosphere where all employees are respected and valued.
- **Growth Opportunities:** This role may offer opportunities for advancement within the organization, allowing you to further your career and take on more responsibilities.
- **Positive Work Environment:** A supportive and collaborative work culture that encourages employees to contribute their ideas and expertise to the organization's mission.
- **Leave Policies:** Paid time off, including vacation, holidays, and personal days, to support work-life balance and personal well-being.

Contacts

1. Prepare Your Application Documents:

- Update your resume to highlight your qualifications, education, relevant work experience, and skills.
- Write a cover letter that explains why you are interested in the ASC Internships Coordinator role and how your qualifications align with the job requirements. Use the cover letter to demonstrate your enthusiasm for promoting accessibility standards.

2. Review the Application Deadline:

- Check the job description for the application deadline, and make sure to submit your application before the specified date.

3. Submit Your Application:

- Send your resume and cover letter to the specified email address provided in the job description. Double-check the email address to ensure accuracy.

4. Tailor Your Application:

- Customize your cover letter and resume to specifically address the ASC Internships Coordinator position. Highlight your relevant skills, experience, and qualifications that make you a strong candidate for this role.

5. Follow Application Instructions:

- Pay attention to any additional application instructions or requirements provided in the job description. Ensure that you meet all the criteria outlined in the job posting.

6. Prepare for an Interview:

- If your application is successful, you may be contacted for an interview. Prepare for the interview by researching Accessibility Standards Canada, understanding the organization's mission, and being ready to discuss your qualifications and experiences in detail.

7. Keep an Eye on Your Email:

- Monitor your email regularly for updates regarding your application. Be responsive and prompt in your communications with the organization.

8. Stay Informed:

- Stay informed about the progress of your application, and feel free to reach out to the specified contact person or department for any inquiries or updates.