https://internshipca.online/job/aecl-internship/

AECL Internships 2026 / 2027 New Application

Hiring organization
Atomic Energy of Canada Limited

Employment Type
Intern

Duration of employment
3 Months

Industry
Government Administration

Job Location
Chalk River, Ontario, Canada, K0J, Chalk River, Ontario, Canada

Working Hours
09

Date posted
August 7, 2026

Valid through
30.10.2026

Description

AECL is seeking a dedicated and highly motivated Internship Program Coordinator to support our Internship Program under the Human Resources department. This is a unique opportunity to work with one of Canada's leading organizations in the nuclear sector. As an Internship Program Coordinator, you will play a crucial role in recruiting, supporting, and nurturing the next generation of talent in the field of nuclear science and technology.

Responsibilities

1. **Internship Program Management:**
   - Oversee the entire lifecycle of the AECL Internship Program, from recruitment to exit interviews.
   - Develop and implement program policies, procedures, and guidelines to ensure a smooth and structured experience for interns.
   - Collaborate with department managers to identify internship opportunities and align them with AECL's strategic objectives.
2. **Recruitment and Selection:**
   - Manage the internship recruitment process, including advertising positions, screening resumes, and conducting interviews.
   - Assist in the selection of interns based on their qualifications, skills, and alignment with AECL's values and goals.
3. **Orientation and Training:**
   - Plan and organize orientation sessions for incoming interns, introducing them to AECL's culture, expectations, and safety protocols.
   - Coordinate professional development opportunities and training initiatives for interns to enhance their skills and knowledge.
4. **Mentorship and Support:**
   - Act as a liaison between interns and their respective supervisors, facilitating regular check-ins and feedback sessions.
   - Provide support and guidance to interns, addressing any concerns or issues that may arise during their internship.
5. **Performance Evaluation:**
   - Collaborate with supervisors to conduct performance evaluations for interns, providing constructive feedback and identifying areas for improvement.
   - Monitor the progress and contributions of interns throughout their internship.

Qualifications

- A bachelor's degree in Human Resources, Business Administration, or a related field.
- Previous experience in managing internship or co-op programs is an asset.
- Strong interpersonal and communication skills.
- Excellent organizational and project management abilities.
- Familiarity with government regulations and policies related to internships

and co-op programs.

Job Benefits

- **Competitive Salary:** AECL typically offers a competitive salary based on the qualifications and experience of the candidate.
- **Health and Dental Insurance:** Employees may receive health and dental insurance coverage, which can help cover medical and dental expenses for themselves and their dependents.
- **Pension Plan:** AECL may offer a pension plan that helps employees save for retirement and provides financial security in their later years.
- **Paid Time Off:** Paid time off, which includes vacation days, holidays, and sick leave, allows employees to maintain a healthy work-life balance.
- **Training and Development:** Working at AECL often means access to professional development and training opportunities to enhance your skills and advance your career.
- **Work-Life Balance:** AECL may support flexible work arrangements or telecommuting options, promoting work-life balance and flexibility.
- **Employee Assistance Programs:** These programs can provide employees and their families with access to confidential counseling and support services for personal and professional challenges.
- **Job Security:** As a government department, AECL typically provides a stable and secure work environment.
- **Opportunities for Advancement:** AECL may offer opportunities for career growth and advancement within the organization.
- **Employee Recognition and Awards:** AECL often recognizes and rewards exceptional employee performance and contributions.

Contacts

Step 1: Prepare Your Application Materials

Gather the necessary application materials, which typically include:

- Your resume: Make sure your resume highlights your relevant qualifications, experience, and skills.
- A cover letter: Write a cover letter that expresses your interest in the position, outlines your qualifications, and explains why you're a suitable candidate for the role.
- Any other required documents or information mentioned in the job posting.

Step 2: Compose Your Cover Letter

Write a well-structured cover letter that is tailored to the Internship Program Coordinator position at AECL. Address the cover letter to the appropriate contact person or department, if specified in the job posting. In the cover letter:

- Express your enthusiasm for the role and your interest in AECL.
- Highlight your qualifications, skills, and experience that make you a suitable candidate.
- Explain how your background aligns with the job requirements.
- Mention your availability for an interview.

Step 3: Submit Your Application

Send your application materials to the designated email address provided in the job description. The subject line of your email should include the position title, as specified in the job posting. For example, you can write "AECL Internship Program

Coordinator Application."

Step 4: Application Deadline

Ensure that you submit your application before the specified application deadline mentioned in the job posting. Be mindful of the deadline to give your application the best chance of being considered.

Step 5: Follow-Up (If Necessary)

If you don't receive a response within a reasonable time frame, it's acceptable to follow up on your application. You can send a polite email to the provided contact or HR department to inquire about the status of your application.