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Ontario Public Service Internships 2026 / 2027 New Application

Hiring organization
Ontario Public Service

Employment Type
Intern

Duration of employment
3 Months

Industry
Government Administration

Job Location
Ottawa, Ontario, Canada, K1A, Ottawa, Ontario, Canada

Working Hours
09

Date posted
August 7, 2026

Valid through
29.03.2028

Description

Ontario Public Service Internships is committed to providing valuable opportunities for students to gain experience in the Ontario Government. We offer a range of internships, co-op programs, and summer placements designed to develop skills and foster growth in a professional environment. As an integral part of the Ontario Public Service, we aim to attract talented individuals who are passionate about public policy and eager to contribute to the betterment of Ontario.

We are seeking a dedicated and organized individual to join our team as the OPS Internships Program Coordinator. In this role, you will play a vital part in managing and facilitating our internship programs, ensuring that students have meaningful experiences while contributing to the work of the Ontario Government.

Responsibilities

- Coordinate the recruitment process for Ontario Public Service internships, including advertising positions, reviewing applications, and conducting interviews.
- Collaborate with various government departments to identify internship opportunities and match students with appropriate placements based on their skills and interests.
- Develop and maintain relationships with educational institutions across Ontario to promote internship opportunities and attract top talent.
- Oversee the onboarding process for interns, including orientation sessions and providing necessary resources and support throughout their placements.
- Monitor the progress of interns and provide guidance and mentorship to help them succeed in their roles.
- Organize professional development workshops, networking events, and other activities to enhance interns' skills and experiences.
- Compile feedback from interns and supervisors to evaluate the effectiveness of the internship programs and identify areas for improvement.
- Stay updated on trends and best practices in internship management and make recommendations for enhancements to the program.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field.
- Previous experience coordinating internship programs, preferably in a government or public sector environment.
- Knowledge of Ontario Public Service policies and procedures related to student internships and co-op programs.
- Excellent communication and interpersonal skills, with the ability to interact effectively with students, government officials, and external stakeholders.
- Strong organizational and time management abilities, with a keen attention to detail.

- Proven ability to work independently as well as part of a collaborative team.
- Flexibility to adapt to changing priorities and manage multiple tasks simultaneously.
- Passion for fostering talent development and helping students gain valuable experience in the public sector.

Job Benefits

- **Competitive Compensation:** We offer competitive salaries commensurate with experience and qualifications, ensuring that our employees are fairly compensated for their contributions.
- **Health and Wellness:** Our comprehensive health benefits package includes medical, dental, and vision coverage, helping our employees and their families stay healthy and financially secure.
- **Retirement Savings:** We provide a retirement savings plan, including employer contributions, to help our employees plan for their future and achieve long-term financial security.
- **Work-Life Balance:** We understand the importance of maintaining a healthy work-life balance. Our flexible work arrangements, including telecommuting options and flexible scheduling, enable employees to manage their professional responsibilities while meeting personal commitments.
- **Professional Development:** We are committed to supporting the professional growth and development of our employees. We offer opportunities for training, workshops, and continuing education to help employees enhance their skills and advance their careers.
- **Employee Assistance Program (EAP):** Our EAP provides confidential counseling and support services to help employees and their families address personal and work-related challenges, including mental health issues, stress management, and financial counseling.
- **Employee Recognition:** We believe in recognizing and celebrating the contributions of our employees. Through our employee recognition programs, we acknowledge outstanding performance, dedication, and achievements, fostering a culture of appreciation and teamwork.

Contacts

- **Review the Job Posting:** Carefully read through the job posting to ensure that you meet the qualifications and requirements for the position.
- **Prepare Your Application Materials:** Gather all required documents, including your resume, cover letter, and any additional materials requested in the job posting.
- **Submit Your Application Online:** Visit our careers portal or the Ontario Public Service job board to submit your application online. Follow the instructions provided to create an account or log in to your existing profile.
- **Complete the Application Form:** Fill out the online application form, providing accurate and up-to-date information about your education, work experience, and skills relevant to the position.
- **Upload Your Documents:** Upload your resume, cover letter, and any other supporting documents requested in the application form. Ensure that your documents are in PDF or Word format and adhere to any specified file size limits.
- **Review Your Application:** Take a moment to review your application before submitting it to ensure that all information is complete and accurate. Double-check for any spelling or grammatical errors.
- **Submit Your Application:** Once you are satisfied with your application, click the “Submit” button to send it to our recruitment team for review.

- **Monitor Your Email:** Keep an eye on your email inbox for any updates regarding your application status. You may receive notifications about next steps in the recruitment process, such as interviews or additional assessments.
- **Stay Engaged:** While waiting to hear back about your application, stay engaged with our organization by following us on social media, attending informational events, or networking with current employees.
- **Follow Up if Necessary:** If you haven't heard back about your application after a reasonable amount of time, don't hesitate to follow up with our recruitment team to inquire about the status of your application.