



**PARKS CANADA AGENCY**  
WATERTON LAKES FIELD UNIT  
Waterton Park, Alberta

**COOP STUDENT EMPLOYMENT OPPORTUNITY**

**Digital Collections Management Technician, External Relations**

Gain valuable work experience and earn a good salary in  
Waterton Lakes National Park

**Term position from approximately January to April, 2021**

Minimum student wage is **\$18.91/hour** (under review)

Accommodation and public transportation may/may not be available

**As a member of the External Relations team, you would:**

- Provide support for documenting, managing and storing Parks Canada digital materials in the field unit and at national level using Parks Canada metadata and filing conventions.
- Assist with the digitization, organization and storage of Parks Canada model releases.
- Contribute to the development of content for web, social media, and other communications products.

**Duties require incumbents to:**

- Make moderate physical effort to sit and stand for prolonged periods and/or to clean facilities/grounds.
- Work shifts, weekends, statutory holidays and alone, if required.
- Wear a Parks Canada uniform and safety equipment, if required.

**Previous experience may include:**

- An understanding of photography / videography.
- Knowledge of html and content management systems.
- Knowledge of Adobe Creative Cloud software.

**Conditions of Employment:**

- Must possess and maintain a valid driver's license.
- Security Clearance: obtain and maintain reliability status. A reliability security clearance with finger prints will be required. Candidates will proceed to obtain finger prints only after interviews have been completed.

For further information, contact: **Nicholas Alexander 403-627-8938**





[parkscanada.gc.ca](http://parkscanada.gc.ca) [parcscanada.gc.ca](http://parcscanada.gc.ca)

**How to Proceed:** Email your information including cover letter, resume and 2 work-related references, to [nicholas.alexander@canada.ca](mailto:nicholas.alexander@canada.ca), Internet and New Media Officer, by **October 23, 2020**.

*Parks Canada Agency considers applications from all individuals who have legal status to work in Canada. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.*



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