

## **Job Posting:167528 - Position: S25 Internship - Engineer, Project Management 167528**

**Co-op Work Term Posted:** 2025 - Summer  
**App Deadline** 03/06/2025 11:59 PM  
**Application Method:** Through Employer Website  
**Posting Goes Live:** 02/28/2025 04:15 PM  
**Job Posting Status:** Approved

### **ORGANIZATION INFORMATION**

**Organization** Canadian Space Agency  
**Country** Canada

### **JOB POSTING INFORMATION**

**Placement Term** 2025 - Summer  
**<b> Job Title <b>** S25 Internship - Engineer, Project Management 167528  
**Position Type** Co-op Position  
**Job Location** Remote  
**Country** Canada  
**Duration** 4 months  
**Work Mode** Fully Remote  
**Salary Currency** CAD  
**Salary** Salary Not Available, 0 Major List  
**Job Description**

Duties include, but are not limited to:

- Support the Project Manager on various project management activities that will feed into the project charter and the project management plan
- Perform various tasks such as participate in cost reports and schedule analysis, update schedules
- Participate in project progress review meetings and prepare presentations
- Write and review various project documents such as project approval documents, presentations, action item lists, etc.
- Assist in the coordination of meetings including, but not limited to, scheduling, preparation of agenda and minutes

#### **About the Canadian Space Agency**

Established in March 1989, the Canadian Space Agency (CSA) is a federal agency responsible for managing all of Canada's civil space-related activities. The CSA is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

To achieve this, the CSA promotes an environment where all levels of the organization:

- pursue excellence collectively
- advocate a client-oriented attitude
- support employee-oriented practices and open communications
- commit themselves to both empowerment and accountability and
- pledge to cooperate and work with partners to our mutual benefit

### **Job Requirements**

**Required skills:**

- Requirements and assets:

- Completed at least one coop work term in the field of engineering or project management
- Interested in project management
- Familiar with MS Outlook, Excel, Word and PowerPoint
- Having completed one course in project management (asset)
- Having experience and/or studies in the area of engineering or public administration (asset)
- Familiar with MS Project and Power BI (asset)
- Knowledge of general security processes (asset)

**Citizenship Requirement** N/A

## **APPLICATION INFORMATION**

**Application Procedure** Through Employer Website

### **Special Application Instructions**

**Apply for job here: Internship - Engineer, Project Management**

**Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website.**

Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received.

Students should submit their applications as soon as they are ready.