

Job Posting:175027 - Position: W26 Co-op Student Conservation/Data Management Technician 175027

Co-op Work Term Posted:	2026 - Winter
App Deadline	11/14/2025 09:00 AM
Application Method:	Through Employer Website
Posting Goes Live:	11/04/2025 12:02 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	Environment and Climate Change Canada
City	Regina
Province / State	Saskatchewan
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Winter
 Job Title 	W26 Co-op Student Conservation/Data Management Technician 175027
Position Type	Co-op Position
Job Location	Saskatoon, SK or Regina, SK
Country	Canada
Duration	4 months
Work Mode	In-Person
Salary Currency	CAD
Salary	18.84 per hour for 37.5 Major List
Salary Range \$	\$18.84 - \$23.07
Job Description	

Co-op Student Conservation/Data Management Technicians

Canadian Wildlife Service (Prairie Region), Environment and Climate Change Canada

The Canadian Wildlife Service (Prairie Region) within Environment and Climate Change Canada has an exciting opportunity for energetic and adventurous individuals desiring a challenging work experience. The Canadian Wildlife Service needs a motivated candidate for a seasonal position. Candidates can submit their application including their resume and cover letter.

Job Title: Co-op Student Conservation/Data Management Technician

Work Term: January - April 2026

Salary: \$18.84 - \$23.07 per hour depending on experience; Student rates of pay - Effective May 1, 2024 - Canada.ca

Available positions: 2 students

Job Descriptions:

A successful candidate will work as part of a team. The technician is responsible for collecting, entering, cleaning, and organizing data to ensure accuracy and consistency across multiple databases and reporting systems. The role involves performing quality control (QC) and quality assurance (QA), preparing datasets for analysis, and supporting data-driven projects and publications. The job also entails inventory management, proper handling, confirming, and checking of document containers; it also involves working closely with others to maintain workflow and delivering the daily report to the project supervisor.

If interested, technicians will have opportunities to support field work in the boreal forest. Tasks may include preparing equipment and deploying autonomous recording units (ARUs) in late February and/or March. Travel may include flights in helicopters, truck, snow shoeing, and snowmobiles.

Job Location:

Office work based in Regina or Saskatoon, field work is located in SK and MB

Transportation, meals, and accommodations will be provided while travelling in the field. Students will be responsible for finding their own accommodations in the city where office work is based.

Job Duties:

- Enter, update, and maintain accurate data in Microsoft Excel, Access, and other database systems.
- Managing and maintaining geographic and related attribute data.
- Organizing and managing inventory.
- Effectively work as a team to maximize workflow efficiency.
- Perform QA/QC to identify and correct errors, inconsistency, or missing information.
- Collaborate with team members to ensure data integrity and consistency across projects.
- Ensure confidentiality and compliance with data management policies and standards.
- Report daily progress and important updates to the project supervisor.

Job Requirements

Essential Qualifications and Skills

- Enrolled in an approved co-op program at a university or college in a related discipline.
- Proficiency in Microsoft Excel (formulas, pivot tables, data validations) and Microsoft Access (queries, forms, reports).
- Able to adapt to changing schedules.
- Able to lift up to 50lb comfortably and capable of standing for long periods of time.
- Demonstrates integrity and respect and the ability to work effectively with others.
- Excellent organizational, interpersonal and communications skills.

Desired Additional Experience

- Comfortable working for extended periods in very remote conditions and in extreme conditions
- Experience working in GIS software (e.g. ArcGIS, QGIS)
- Valid driver's license.

Particulars:

- Preference will be given to Canadian citizens and permanent residents, but all applicants with a valid work permit for Canada will also be considered.
- Hours of work are Monday - Friday, 8:30 - 4:30 (full time, 37.5h/week) while in the office.
- To be considered, students must be registered in an approved co-op program or planning to start a co-op program by the beginning of the summer academic term.
- Upon hire, a background security screening, including fingerprinting, will be required before the position can begin. This process can take a month or longer and fingerprinting must be done in-person in Canada. If you have lived outside of Canada for > 6 months within the last 5 years the process will have more requirements.

Applications will be reviewed as they are received, the last day to apply is November 21, 2025.

Please email your job application summary sheet, cover letter, resume, transcript and three references in a single word or pdf document to janet.ng@ec.gc.ca.

The Government of Canada seeks to eliminate barriers to hiring members of employment equity groups. We welcome any member of a designated employment equity group to self-declare in your cover letter, or at any point during the appointment process. There are four designated employment equity groups: women, Aboriginal persons, persons with a disability and members of visible minorities, as identified by the Employment Equity Act.

We thank all those who apply. Only those selected for further consideration will be contacted.

Citizenship Requirement Canadian & Permanent Residents Preferred

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Yes

Address Cover Letter to Dr. Janet Ng

Special Application Instructions

Applications will be reviewed as they are received, the last day to apply is November 21, 2025.

Please email your job application summary sheet, cover letter, resume, transcript and three references in a single word or pdf document to janet.ng@ec.gc.ca .

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.