Call for Fall 2020 Interns- Centre for Peace Conflict and Justice Studies

The Organization: Jumpstart Refugee Talent is a refugee led organization and advocacy group that supports refugees through economic empowerment and connects them to meaningful employment opportunities in Canada.

Outcome: Working closely under the guidance of the Program Development Manager, the selected intern will gain valuable experience in taking responsibility for researching, planning data management and conducting an assessment of the Welcome Talent Canada program as well as proposing new monitoring and evaluation indicators to support program development.

Welcome Talent Canada (Part-Time) Internship

Role: Program Development Intern

Jumpstart is seeking a bright, passionate, self-starter for a **3 month internship** (September 8 – December 9) for the Welcome Talent Canada Program; the only national mentorship program for refugees in Canada. Welcome Talent Canada is a Jumpstart-LinkedIn initiative connecting refugees with professionals from the LinkedIn Canada platform. The program aims to provide refugees across Canada with the tools and resources they need to help them jump-start their professional careers in Canada and find meaningful employment opportunities. Working closely under the guidance of the Program Development Manager, the intern will gain valuable experience in taking responsibility for researching, planning and conducting an assessment of the Welcome Talent Canada program as well as proposing new monitoring and evaluation indicators to support program development.

During your internship, you will:

+ Be part of a refugee-led organization that is recognized on a national and international level
+ As part of the Jumpstart family, make a positive impact on the lives of refugees in Canada.
+ Have the opportunity to share your ideas and feedback as well as participate in the organization's overall decision making and strategic planning. At Jumpstart, we value all our volunteers'/interns' experiences and input
+ Have the opportunity to meet and network with inspiring newcomers and leaders in various professions
+ Be able to contribute to the success of the program and make recommendations for process improvement
+ Be able to work remotely, flexible hours, at your own pace
+ **Receive valuable training on Salesforce, Microsoft Teams and Sharepoint**

Responsibilities include:

+ Conduct research, program evaluation and produce output including (but not limited to):

• Policies and procedures for implementing and monitoring and evaluating Engagement Strategy and Programing

+ Support and develop fundraising initiatives

+ Produce infographics, posters and other documents as needed

+ Assist in developing research and grant proposals

+ Assist in CRM development and database management as needed

+ Collect data during outreach calls to analyze and translate into actionable insights

+ Play a leading role in organizing webinars by producing engaging content working closely with Manager of Program Development and Director of Operations

+ Assist in matching refugees with mentors in their field and facilitating in-person online introduction

+ Support event planning and design to ensure stakeholders are active and engaged

+ Play a leading role in organizing webinars by producing engaging content working closely with Manager of Program Development and Director of Operations

+ Conduct mentor and mentee outreach for recruitment and events

+ Conduct follow-up and input tracking data for mentorship pairs

+ Collect participant testimonials

Location: *Remote until Further Notice-* **Subsequently based out of WeWork office @ 33 Bloor St East, Toronto**

Part-Time position with flexible hours (S)

*Application Deadline: Friday, August 28th

Interested applicants are invited to submit their resume and cover letter to **Alizée Zapparoli-Manzoni-Bodson,** Manager, Program Development at alizee.bodson@jumpstartrefugee.ca *by* 5PM **August 28th, 2020.**

Please put "Program Development Internship" in the subject line of the email