

Call for Winter 2021 Interns- Trudeau 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 and program review of the Welcome Talent Canada program.

Welcome Talent Canada (Part-Time) Internship

Role: Monitoring and Evaluation Specialist

Jumpstart is seeking a bright, passionate, self-starter for a **3 month internship** (January –April) 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. 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 part of a program review to be submitted to Immigration, Refugee and Citizenship Canada as the program nears its completion in March.

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):
 - Producing an outcomes and learnings report
 - Developing a program review
- + Collect data during outreach calls to analyze and translate into actionable insights
- + Produce infographics, posters and other documents as needed
- + Assist in CRM development and database management as needed
- + Support event planning and design to ensure stakeholders are active and engaged
- +Conduct follow-up and input tracking data for mentorship pairs
- + Collect participant testimonials
- +Support and develop fundraising initiatives

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

Part-Time position with flexible hours

***Application Deadline: Sunday December 13 at 11:59 PM EST**

Interviews to be conducted virtually between December 14-21st

*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 **11:59 PM EST on Sunday December 13***

Please put “Monitoring and Evaluation Internship” in the subject line of the email