

Call for Winter 2021 Interns- Trudeau Centre for Peace, Conflict and Justice

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 Managing Director, the selected intern will gain valuable experience in taking responsibility for researching, sustaining client relations, and connecting refugee talent with employer partners of the Refugee Talent Hub program.

Refugee Talent Hub (Part-Time) Internship

Role: Employment Program Analyst

Jumpstart is seeking a bright, passionate, self-starter for a **3 month internship** (January –April) for the Refugee Talent Hub; the only national exclusive talent hub for refugees in Canada. The program aims to connect 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 Managing Director, the intern will gain valuable experience in taking responsibility for researching, building partnership with employers and other partners and connecting refugee talent with meaningful opportunities.

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
- + Collect data during outreach calls to analyze and translate into actionable insights
- + Assist in CRM development and database management as needed
- + Support client relation processes and ensure stakeholders are active and engaged
- +Conduct follow-up with clients and private sector partners
- +Support communication drafts for employers and refugee talent

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

Part-Time position with flexible hours

***Application Deadline: Friday, December 11th at 5:00 PM EST**

Interviews to be conducted virtually the week of December 14th

*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 on Friday **December 11th**.*

Please put “Employment Program Analyst Internship” in the subject line of the email