



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

**The Organization:** [Jumpstart Refugee Talent](#) is the only national refugee-led organization dedicated to advancing refugee economic inclusion. Founded in 2016, we focus on the economic empowerment of newly settled refugees in Canada by facilitating meaningful employment and entrepreneurial opportunities. Jumpstart has hosted 15+ interns from PCJ over the last 3 years, will you be next?

**Outcome:** Working closely under the guidance of the Senior Manager of Programs & Strategy, the selected intern will gain valuable experience in taking responsibility for researching, data management, program delivery, 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 7 – December 10) for the [Welcome Talent Canada](#) program, the only national mentorship program for refugees in Canada. 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 Senior Manager of Programs & Strategy, the intern will gain valuable experience in taking responsibility for researching, data management, program delivery, 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 refugees 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 in working with vulnerable communities, program management and technology (i.e. Salesforce CRM, Microsoft 365, Teams, SharePoint, Zoom. Etc.)

## Responsibilities include:

### Program Development and Delivery (60%)

- + Assist in matching refugees with mentors in their field and facilitating introductions
- + Assist in CRM development and database management as needed
- + Collect data to analyze and translate into actionable insights

### Program Monitoring and Evaluation (20%)

- + Conduct follow-up with participants and input tracking data for mentorship pairs
- + Conduct research, program evaluation and track key performance indicators
- + Make recommendations for changes and improvements to program delivery and measurement tracking
- + Make recommendations for increasing recruitment, participation and engagement

### Outreach (15%)

- + Support development of infographics, posters and other documents as needed
- + 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 Senior Manager and Director of Operations
- + Conduct mentor and mentee outreach for recruitment and events

### Reflective Essay (5%)

- + A short essay (500-1000 words) in which you describe the internship experience and reflect on its applicability to the PCJ academic program (to be graded by the PCJ Program).

**Location:** *\*Remote until Further Notice - Subsequently based out of WeWork office @ 176 Yonge St, Toronto, ON, M5C 2L7*

**Duration:** 3-month internship (September 7 – December 10). Part-Time position with flexible hours  
(8-10 hours per week)

**Note:** This position is unpaid, however students will be enrolled in PCJ499H1F and receive 0.5 FCE academic credit upon successful completion of the internship.

**\*Application Deadline:** Friday, August 27<sup>th</sup> at 11:59pm EDT

*Interested applicants are invited to submit their resume and cover letter to **Rand Aljammal, Senior***

Manager, Programs and Strategy at [careers@jumpstartrefugee.ca](mailto:careers@jumpstartrefugee.ca) by 5PM **August 27<sup>th</sup>, 2021.**

***Please put “Program Development Internship” in the subject line of the email***