



# PCJ-MOSAIC INTERNSHIP

## ABOUT US

Mosaic equips people with the tools to dismantle prejudice in their own communities through research, dialogue, policy, and training. We believe that everyone has a right to be free from prejudice & discrimination. We value inclusion, education, and conflict resolution. At Mosaic, Canada's diversity isn't a problem – it's a solution.

Over the past 14 years, our award-winning work has touched over 200,000 people in Canada and around the world. Our mission to equip people with the tools to dismantle prejudice in their own communities connects changemakers with resources, training, and a network of likeminded people.

At Mosaic, we don't just create solutions – we build better communities.

## ABOUT THE ROLE: PROGRAM OFFICER

Mosaic plans to host a number of events in early 2022 that will equip people with the tools to dismantle prejudice in their own communities. We believe that events must be grounded in lived experiences and evidence-based dialogue, and that they must produce actional recommendations.

Events may include a roundtable on “Reimagining Education”; a conference on anti-racism work in Ontario; programming workshops for our UofMosaic and Next Generation Fellows; and public engagement events.

The Program Officer\* will support these events through:

- Research
- Content creation
- Event coordination support
- Note-taking
- Event follow-up and reporting

## SKILLS AND QUALIFICATIONS

### **Required Skills**

- Proven familiarity with and interest in issues related racism, prejudice, equity, inclusion, and social justice
- Proven familiarity with and interest in policies related to racism, prejudice, equity, inclusion, and social justice
- Proven ability to produce quality research and disseminate the findings
- Excellent writing and communication skills
- Exceptional organizational skills

### **Preferred Skills**

- Experience and an interest in community building and inter-community dialogue would be an asset
- Event coordination experience would be an asset

*\*Please note that 2-4 interns may be accepted for this position*

## DELIVERABLES

### **Research and Event Coordination: 75%**

The Project Officer will conduct research and support the coordination of events. Specifically, they will be responsible for Research; Content creation; Event coordination support; Note-taking; and Event follow-up and reporting.

### **Publications: 10%**

The Project Officer will produce at least one (1) high quality blog posts/articles suitable to publish on The Institute's website. One topic will be selected in consultation with the Institute, and one topic will be a reflective post on their internship.

### **Participation: 10%**

In addition to the above deliverables, the Project Officer is expected to regularly participate in the Institute's activities by demonstrating interest in its activities and providing general program and event support.

### **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).

## SUPERVISION

This position is co-supervised by the Vice-President, Operations and will work in close collaboration with the Mosaic Institute Team.

## COMPENSATION

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

## LOCATION

Remote until further notice.

The Mosaic Office (2 Bloor St W, Suite 3405, Toronto, ON) is closed due to COVID-19. All Mosaic team members are working remotely, from wherever they are located/most comfortable.

We ask that all team members either use their own device(s) (ie laptop/computer/tablet; phone; headset; etc.) or supplies (paper; notebooks; pens; etc.) for their work. The intern(s) will be provided access to any files/software required to complete their deliverables.

## DURATION

8-10 hours per week for 12 weeks. The internship will take place between **January 10<sup>th</sup> – April 9<sup>th</sup>, 2022.**

## APPLICATION PROCESS

Please email your resume, and a brief cover letter indicating your alignment with the role to Rachel Mansell at [rm@mosaicinstitute.ca](mailto:rm@mosaicinstitute.ca), with the subject line **PCJ Winter 2021**

**Applications will be accepted until 11:59pm on Sunday December 12<sup>th</sup>, 2021.**

## Equity Statement

The Mosaic Institute is committed to fostering an environment that promotes diversity, equity, and inclusion. We encourage *all qualified individuals who identify as* women, Indigenous persons, persons with disabilities, ethnic minorities, racialized persons/visible minorities, and persons of minority sexual orientation or gender identity (LGBT2SQ\* persons) to apply.

If you require any reasonable accommodations during the application process, please contact: [rm@mosaicinstitute.ca](mailto:rm@mosaicinstitute.ca)