



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 15 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: RESEARCH & PROGRAM OFFICER

The Research & Program Officer* will work closely with the development, communications, and program teams to develop action-oriented community resources and events based on our work equipping 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 actionable recommendations. Events include programming workshops for our UofMosaic and Next Generation Fellows; and public engagement events.

Examples may include:

- Distilling recommendations from past research;
- Writing articles about relevant topics;
- Event coordination support
- Note-taking
- Event follow-up and reporting
- Helping to develop new policy-oriented content; and
- Other duties in support of The Mosaic Institute's activities, as required.

In completing the above deliverables, it is anticipated that your time will be allocated as follows:

- Content Creation and Event Support (75%)
- Applied Research (10%)
- Administrative support (10%)
- Other needs as required (5%)

SKILLS AND QUALIFICATIONS

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

**Please note that 1-2 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, with in-office/hybrid opportunities.

The Mosaic Office (2 Bloor St W, Suite 3405, Toronto, ON) is closed due to COVID-19. All Mosaic team members are working in a hybrid setting, 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 **September 8th – December 7th, 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, with the subject line ***PCJ Fall 2022***

Applications will be accepted until 11:59pm on Friday August 26, 2022.

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