

PCJ499H Individual Internship Terms of Reference

About GreenPAC:

GreenPAC is a non-partisan, non-profit organization working to activate, inspire and amplify environmental leadership in politics. We do this in three ways:

1. Through our Parliamentary Internship for the Environment program, which places interns with MPs and Senators to support environmental leadership on Parliament Hill and helps prepare young Canadians for careers as environmental champions;
2. By supporting a network of Every Day Advocates - individuals and community groups across the country - to advocate for environmental leadership from elected officials, including through town halls and all-candidates debates;
3. By endorsing candidates who are environmental leaders across all major parties during elections so Canadians can help them get elected.

In short, we bring people and ideas together to tackle the most crucial causes of poverty, conflict, and inequality.

Role or Position Objective: Program and Communications Support

GreenPAC is seeking Program and Communications Support from a bright, passionate, self-starter for a 3-month internship (January 9th – April 6th, 2023). Working closely under the guidance of our communications and program leads, the intern will gain valuable experience in research and program and event planning and delivery. In addition, the intern will support communications initiatives and take on responsibilities, such as content creation for social media and blog articles. This is a unique opportunity to gain a deeper understanding of programming and communications activities for non-profit organizations in Canada.

During the period of employment, interns will work closely with our local staff, program partners, and other stakeholders and be supervised by an experienced member of our team. The ideal candidate will have a strong interest in international development, the Sustainable Development Goals, gender lens investing, and environmental sustainability.

In this role, you will:

- Provide support, including resource and training development, for GreenPAC's Parliamentary Internship and Every Day Advocates programs, and other initiatives to engage Canadians in environmental politics

- Support GreenPAC communications including writing reports, blog posts, newsletters, annual report and web / social content; support social media management
- With the guidance of other GreenPAC team members, exploring and developing tools to help educate and mobilize the public about environmental leadership in politics
- Support event planning or outreach work as needed (e.g. phone banking)

Supervision: This position is supervised by Beata Rasitsan, Communications Lead. Supervision may also be provided by Program Managers on discrete tasks. If their schedule permits, the student will join us at our weekly staff meeting. The supervisor will also check in with the student more informally on a regular basis using videoconferencing tools or, if permitted, in person meetings. Our team also relies on Slack and other platforms for more frequent communication.

Duration: Flexible. We will discuss options with the student to find a schedule that works for them. In the past we have had interns work for a full day per week or two half days per week. The team is currently working from home and the student will work from home as well.

Location: Remote

Skills and Qualifications:

- Excellent writing and communication skills, including proper grammar, sentence structure and spelling
- Strong research skills
- Responsible self-starter
- Ability to work independently
- Strong organizational skills
- Interest in and knowledge of environmental issues

Unrequired but helpful skills and qualifications:

- Interest in and knowledge of Canadian politics
- Previous experience working or volunteering for a non-profit or election campaign
- Research experience
- Experience using Canva for simple design purposes

Internship Deliverables:

Program Development and Delivery (40%)

- Researching and developing information, tools and resources to support GreenPAC programs

- Helping to plan and deliver workshops, trainings and other public engagement activities to build engagement in and know-how about environment politics

Communications Support (20%)

- Research and write posts for social media, and find innovative ways to build our social media presence, including asking other organizations to retweet our content
- Support development of infographics, posters and other documents as needed

Event Planning (35%)

- Conduct research and consult experts, NGOs as needed, to inform training and resource development
- Host (participative) training sessions
- Develop surveys, conduct follow-up with participants to assess utility, follow-up activity

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)**.

How to Apply:

- Please email your resume, and a brief cover letter indicating your alignment with the role to GreenPAC at hr@greenpac.ca, with the subject line "PCJ Intern." **Please copy pcj.program@utoronto.ca on your application.**
- Applications will be accepted until 11:59pm on November 25, 2022. 1 position is available for this opportunity.
- **Note:** PCJ interns will be enrolled in Winter: PCJ499H1S and receive 0.5 FCE academic credit upon successful completion of the internship