

## **JOB POSTING – INTERN, GLOBAL PARTNERSHIPS (2 positions available)**

**Closing Date:** November 25<sup>th</sup> 2022  
**Organization:** Right To Play International  
**Department/Division:** Global Partnerships  
**Work location:** Toronto, Canada

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### **BACKGROUND:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

### **JOB SUMMARY:**

Reporting to the Director of Global Partnerships or the Business Development Specialist, the International Partnerships intern will engage broadly with the work of the Global Partnerships team at Right To Play International. This includes, but is not limited to, supporting the day-to-day project management, administrative and business development operations of the Global Partnerships Team. The position can be fully remote within Canada. If the successful applicant is based in Toronto, they may have the option to work out of the Right To Play office on occasion, pending COVID-19 restrictions and seating availability.

Please note there are two positions available. The specific responsibilities and tasks assigned to each intern will be adjusted based on interns’ interests, experience and expertise as well as the needs within the RTP Global Partnerships team throughout the duration of the internships.

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**PRIMARY RESPONSIBILITIES:**

**Job Responsibility #1: Key Project Based Deliverables (30% of Time):**

- Support managers in the development and finalization of a number of different project management and planning initiatives, most notably annual reports and annual work plans.
- Identify and develop useful work processes, templates and other project management tools that foster consistency and improve the quality of day-to-day project management at Right To Play (for instance, develop standardized templates for meeting minutes or Steering Committee Meeting agendas).
- Attend bi-weekly check-ins for various projects, take and circulate minutes with clear notes, action items and timelines.
- Conduct desk research/literature reviews to inform analyses, strategies and other relevant background documents for various projects.

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**Job Responsibility #2: Proposal Development and Donor Stewardship (65% of Time):**

- Support the development of technical proposals and concept papers by developing and tracking workback schedules, developing user-friendly templates, conducting desk research/literature reviews, coordinating teams for virtual planning sessions, editing narrative drafts and consolidating required supporting documents.
- Undertake a mapping of specific institutional donor priorities in RTP countries (FCDO, EC, USAID, Danida, The Finnish MFA, UNHCR) including who their main partners are.
- Mapping potential competitors and partners in each RTP country (INGOs, private firms, UN agencies) - what they do, who funds them, their education model.
- Develop 1-3 page summaries of the new European Commission financial instruments, gender mainstreaming strategy and HRBA strategy, and the FCDO international development strategy.
- Develop summaries of past projects to showcase RTP's expertise and track record.
- Compile a list of references of interactive learning and teaching from national educational policies and strategies.

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**Job Responsibility #3: Reflective Essay (5%)**

- Write 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)**.

**EDUCATION/TRAINING/CERTIFICATION:**

- Student in the Trudeau Centre for Peace, Conflict and Justice Studies program

**EXPERIENCE:**

- Solid knowledge of development and humanitarian issues
- Desired: Experience in an International NGO environment
- Desired: Experience working with Global Affairs Canada

**COMPETENCIES / PERSONAL ATTRIBUTES:**

- Keen attention to detail and self-motivated
- Personal interest in advancing gender equality and supporting gender responsive programs
- Excellent time and priority management when working independently/from home
- Ability to work well under pressure, handling multiple demands that will be non-sequential
- Excellent written, verbal and interpersonal communication skills
- Comfortable working in a diverse workforce
- Values efficiency and anticipates needs

**LANGUAGES:**

- English
- Strongly desired: French

**WHO YOU ARE:**

You are a highly collaborative relationship builder with a passion for humanitarian work and programming. You have been extensively involved in donor management, grant management and compliance monitoring and you are able to lead others through related activities. Your attention to detail is great and you have a positive, follow-through mindset. You are focused on strategically positioning Right To Play as a partner of choice for our donors

**WHAT YOU'LL GET:**

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care & be playful**). In addition, we offer a flexible work policy (e.g. work from home and flex hours) and summer hours.

**Target Start Date:** January 9, 2023

**Target End Day:** April 6, 2023

**HOW TO APPLY:**

If you are interested in applying for this position, please submit your resume and cover letter to your program coordination unit.

While we thank all applicants for their interest, only those selected for interviews will be contacted.

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment

to the safety and protection of children in our programs.

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).