



## PCJ499H Individual Internship Terms of Reference: Jumpstart Refugee Talent

**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 Communications and Events Manager, the selected intern will gain valuable experience in taking responsibility for social media, program delivery in marketing, communications, storytelling, and events, and other tasks as well as proposing new ideas and strategies to support program development.

### Role: Program Development Intern

Jumpstart is seeking a bright, passionate, self-starter for a **3-month internship** (Jan 9 – April 6) for our communications program to support refugees to find economic inclusion. Our programs aim 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 Communications and Events Manager, the intern will gain valuable experience in taking responsibility for social media, program delivery in marketing, communications, storytelling, and events, and other tasks as well as proposing new ideas and strategies 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:

### **Social Media (45%)**

- + Content creation for different social media platforms including some design work on Canva.
- + Social media engagement on a weekly basis.
- + Share content on different social platforms including some Facebook groups.
- + Video content creation (preferable, not required).

### **Our Story (35%)**

- + Transcribe interviews and write stories.
- + Audio editing to transfer the interviews to audio stories (preferable, not required).

### **Outreach (15%)**

- + Support development of infographics, posters and other documents as needed
- + Support event planning.
- + Support JRT's team with communications needs
- + Conduct 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 (Jan 9 – April 6). **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:** November 25<sup>th</sup> at 11:59pm EDT

*Interested applicants are invited to submit their resume and cover letter to **Rebecca Benest**, Manager, Program Development at [rebecca.benest@jumpstartrefugee.ca](mailto:rebecca.benest@jumpstartrefugee.ca). Please copy [pcj.program@utoronto.ca](mailto:pcj.program@utoronto.ca) on your application.*

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