

# PCJ499H Individual Internship Terms of Reference:

## Youth Employment Services YES

Youth Employment Services YES was the first specialized youth employment and counselling centre in Canada and we quickly became the model for development of similar employment programs throughout Ontario, Canada and the World!

Our organization has three areas of focus in our strategic plan:

1. **Workforce Development/ Skills Programming:** Our Strategic Plan is focused on the design and delivery of innovative, evidence-based skills development initiatives to address: Pressing gaps in the labour market, Upskilling workers for changing skills needs and Transitioning displaced workers from declining sectors to in-demand occupations and emerging sectors.
2. **Our People:** We are extremely proud of our staff who, despite the challenges presented by the pandemic, rose to the occasion, provided excellence in service, and drove targets to ensure our clients had best-in-class programming.
3. **Social Impact:** A work stream is underway to evaluate and enhance YES' positive social impact. This year's focus was on the capture of program data for research and ROI purposes as well as identifying new data sets to capture.

YES believes employment is empowerment and the cornerstone of safe and healthy communities. YES leads the Canadian youth sector with innovative programs that empower disadvantaged and vulnerable youth to become self-sufficient contributing members of society.

Recommended Links:

[www.yes.on.ca](http://www.yes.on.ca)

<https://www.yes.on.ca/wp-content/uploads/2022/10/Yes-2022-Annual-Report.pdf>

### **Role or Position Objective: Employment Capacity Researcher**

YES is seeking two enthusiastic, self-starters who enjoy and thrive in a fast paced environment. You are extremely detail-oriented, accurate and an excellent communicator. You want to work with the community and enjoy compiling data that will impact change. You are driven and welcome the opportunity to aspire to measurable targets. You thrive in a professional environment, possess a related post secondary degree, and have experience in the development and delivery of data analysis and research as it pertains to employment, training and education programs for youth and adults.

During this 3-month internship January – March 2023 you will work closely under the guidance of the Senior Manager and the YES professional employment team. The intern will gain valuable experience in researching, data management, qualitative program analysis, as well as monitoring and assessing evaluation indicators. This is a unique opportunity to gain a deeper understanding of training as it supports employment programming and communication activities for non-profit organizations.

Interns will work closely with our local staff, adult and youth clients, community partners, or other stakeholders and be supervised by an experienced member of our team. The ideal candidate will have a strong interest in research and data collection, training and education models, skills development, community outreach, the Sustainable Development Goals, social impact and employment sustainability.

**In this role, you will:**

- Participate in the collection and analysis of quantitative and qualitative information
- Relate analysis and project outcomes to social impacts as it pertains to employment
- Relate analysis to socio-economic and environmental outcomes such as gender equity, youth empowerment, BIPOC inclusivity and inclusive access to employment.
- Liaison with company management and project sponsors to support monitoring and reporting
- Produce content for program and curriculum development and community partnerships

**Supervision:** This position is supervised by DiAnne Brooks, YES Senior Manager. The Senior Manager directly connects with the Executive YES management team and YES' frontline staff.

**Duration:** 8 hours per week for 12 weeks (January 9<sup>th</sup> – April 6<sup>th</sup>, 2023)

**Location:** Hybrid Work Environment / Office location 1610 Bloor Street West

**Skills and Qualifications:**

- Strong knowledge of/interest in employment, training and education
- Strong knowledge of strategic communications, durable solutions for employment success, and commitment to creating training and education opportunities for empowerment
- Excellent writing and communication skills, including proper grammar, sentence structure and spelling
- Proven ability to produce quality research and disseminate the findings
- Willingness to be proactive, problem-solve and take on new challenges
- Exceptional organizational skills
- Passionate self-starter
- Experience with Micro Office Suite, additional presentation platforms/software an asset
- Ability to work in English (French an asset)

**Internship Deliverables:**

**Program Development and Delivery (40%)**

- Collect data to analyze and translate into actionable insights
- Program Monitoring and Evaluation
- Conduct follow-up with participants and input tracking data
- Conduct research, program evaluation and track key performance indicators
- Make recommendations for changes and improvements to program delivery and measurement tracking

**Community Outreach: (25%)**

- Support development of infographics, posters and other documents as needed

- The intern will connect with various community agencies to ensure the compilation and gathering of relevant information is garnered to support the goals of successful employment goals and YES' mission.

#### **Final Research Project: (30%)**

- The intern will produce at least one visual presentation and one written publication that will be the foundation for building capacity for the integration of micro-credentials into our curriculum and programming
- The Intern will produce a final project based on supporting the goal of program development work, curriculum design, which will help advance YES' strategic goals and mission to tackle the most crucial impacts on employment via training and education.

#### **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 **DiAnne Brooks / Senior Manager** at [dianne\\_brooks@yes.on.ca](mailto:dianne_brooks@yes.on.ca)
- Please state the subject line **Employment Capacity Researcher**.
- **Please copy [pcj.program@utoronto.ca](mailto:pcj.program@utoronto.ca) on your application.**
- Applications will be accepted until **11:59pm on November 25<sup>th</sup>, 2022**
- Two positions are available for this opportunity.
- **Note:** PCJ interns will be enrolled in Winter: PCJ499H1S January 9<sup>th</sup> – April 6<sup>th</sup>, 2023 and receive 0.5 FCE academic credit upon successful completion of the internship