BACKGROUND

Beautiful World Canada (BWC) is a non-profit organization based in Toronto and working in partnership with Community-Based organizations in the sub Saharan African region to provide secondary and post-secondary education support to girls. Our support is comprehensive, meaning we provide not just tuition, but safe housing, transportation, personal supplies, graduation preparation and mentorship. We currently have programs in Rwanda, Sierra Leone, Uganda and Ethiopia. At BWC, we understand that education is key to enjoying all other human rights and enables young people to grow up safely and transition into decent work. In fact, education is a catalyst for women’s economic and social empowerment.

To be eligible for this internship Program, candidates must be enrolled in a full-time University program at the Munk School of Global Affairs & Public Policy. Please note that this is an unpaid position.

OBJECTIVES

• To provide research assistance for grants applications
• To provide assistance with fundraising-related tasks such as mail-outs, social media postings, and events planning
• To provide the student with on-the-job training in research and data gathering skills, communication, people skills, and work ethics.

DUTIES AND RESPONSIBILITIES

The specific duties and responsibilities of the intern will include:
• Desk research for content relating to Global Affairs Canada funding opportunities (40%)
• Research and assistance in drafting written reports for internal and external use based on guidelines provided by the supervisor (40%)
• Other duties as assigned in the office (15%)
• 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).
COMPETENCIES

Education: Registered in full-time undergraduate studies at the Munk School of Global Affairs & Public Policy

Core Competencies:
• Proven strong academic track record
• Knowledge and understanding of non-profit sector issues in Canada and in developing countries
• Experience in data gathering and research, collecting and searching data on the Internet is an asset
• High level of computer literacy (Excel, Word, PowerPoint)
• Proven analytical and report writing skills are advantageous.

Behavioral Competencies:
• Highly organized and self-motivated
• Demonstrated ability to do research
• Creativity, flexibility and ability to work within deadlines
• Maturity, initiative, tact and high sense of responsibility
• Demonstrated ability to work in a team

DURATION & DUTY STATION

The assignment is for 3 months, starting from September 4th, 2019. The internship position will be at BWC office in Toronto. This is a part-time position, allowing for flexibility with studies. Intern will not be given BWC e-mail account.

Interested applicants are invited to submit their resume and cover letter to Rahab Veary (Ray), International Programs Manager, ray@beautifulworldcanada.org by August 23rd, 2019

Please put “Research and Fundraising Assistant” in subject line.