Call for Fall Internship (2019) for PCJ Undergraduate Students

The Organization

Jumpstart is a refugee led organization and advocacy group that supports refugees through economic empowerment and connects them to meaningful employment opportunities in Canada.

http://www.rcjp.ca/

Outcome:

Working closely under the guidance of the Program Development Manager, the selected intern(s) will gain valuable experience in taking responsibility for researching, planning and conducting an assessment of the Welcome Talent Canada program as well as proposing new monitoring and evaluation indicators to support program development.

Welcome Talent Canada - 4 month (Part-Time) Internship

Role: Welcome Talent Canada, Outreach and Engagement Intern

Jumpstart is seeking 1-2 passionate, innovative interns for a 4 month duration (September- December) for the Welcome Talent Canada Program; the only national mentorship program for refugees in Canada. Welcome Talent Canada is a Jumpstart-LinkedIn initiative connecting refugees with professionals from the LinkedIn Canada platform. The program aims to provide more than 2,300 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.

We are seeking interns based in Toronto and Vancouver!

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’ experiences and input
• Have the opportunity to meet and network with inspiring newcomers and leaders in various professions
• Be able to contribute to the success of the program and make recommendations for process improvement
• Work closely with Welcome Talent Canada Program Coordinator
• Have access to LinkedIn learning at no cost
• Form a network with the Jumpstart volunteers
• Be able to work remotely, flexible hours, at your own pace

Responsibilities include:

- Conduct research, program evaluation and produce output including (but not limited to):
  - Policies and procedures for implementing and monitoring and evaluating Engagement Strategy and Programing
  - Review project documents, matrix for monitoring and evaluating engagement of mentors and mentees participating in the Welcome Talent Canada program.
  - Examine data analytics, through online learning platform
  - Support program development through the preparation of a report with program recommendations to submit at the end of the internship

- Manage Welcome Talent Canada LinkedIn groups for mentors and mentees by creating engaging content and monitoring participant engagement
  - Produce content for marketing materials, events posters and other promotional materials
  - Help with content development for website
  - Develop materials for Welcome Talent Canada including infographics
  - Assist in CRM development and database management
  - Conduct follow-up with program mentees and mentors

- Play a leading role in organizing mentorship program events, working closely with Manager of Program Development and Managing Director.
  - Develop presentation materials and content for events
  - Collect testimony and interview program participants about their experience with the program
- Lead outreach efforts to visit shelters and refugee communities
- Lead phone intake and navigation process to refer clients to other programs when appropriate

Location: 33 Bloor St East, Toronto
Part-Time position with flexible hours (September- December)
*Application Deadline: August 5th, 2019

Interested applicants are invited to submit their resume and cover letter to Alizée Zapparoli-Manzoni-Bodson, Manager, Program Development at alizee@rcjp.ca by August 5th, 2019.

Please put “PCJ Outreach and Engagement Intern” in the subject line of the email