Call for Winter 2020 Internship 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 and entrepreneurial opportunities in Canada.

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 developing Jumpstart’s refugee Talent Hub and Incubator program as well as proposing new monitoring and evaluation indicators to support program development.

Role: Intern, Jumpstart, Refugee Talent Hub and Incubator
Jumpstart is seeking a passionate, innovative intern for a 3 month duration (January-March) for the Refugee Talent Hub and Incubator; a dedicated space to supporting refugees in finding meaningful employment opportunities centered around three pillars, to Connect, Employ and Enterprise.

As a settlement system navigator the Refugee Talent Hub, is client-centered, outcome-driven, and responsive to need. The Hub seeks to produce and increase knowledge of settlement services through policy-relevant research with the objective of strengthening the capacity of the sector as a whole to deliver outcome-driven settlement services

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 the Program Development Manager
· Form a network with the Jumpstart volunteers
· Be able to work remotely, flexible hours, at your own pace
Responsibilities include:
- Conduct research on challenges to securing meaningful employment for refugee newcomers through data collection in the form of qualitative interviews
- Manage CRM and data collection through site visits and conduct program-intake and referrals
- Develop community partnerships with academic institutions and settlement agencies
- Engage in grant-writing and prospect research for funding opportunities
- Support program development by developing, monitoring and evaluating Key Performance Indicators and supporting project implementation

Location: WeWork @ 33 Bloor St East, Toronto
Part-Time position with flexible hours starting Monday, January 6
*Application Deadline: Thursday, December 5

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

*Please put “PCJ Refugee Talent Hub Intern” in the subject line of the email.