



**CANADA**

Where childhood thrives, war does not.

<b>Position Title</b>	<b>Summer Intern – International Programs</b>
<b>Location</b>	Remote
<b>Time Commitment</b>	<b>Full-time, 5 days per week for 8 weeks</b>
<b>Background</b>	War Child Canada is a registered Canadian charity based in Toronto. Working with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice, War Child Canada also takes an active role in raising public awareness around the impact of war on communities and the shared responsibility to act. War Child Canada works in Afghanistan, Sudan, South Sudan, the Democratic Republic of Congo, Iraq and Uganda.
<b>Position Summary</b>	<p>The scope of the summer internship will be to support the International Development team in preparing an information package for institutional donors and support and update the standing library of content of War Child Canada's projects.</p> <p>Must be able to work remotely.</p>
<b>Responsibilities</b>	<p>This summer position takes place in a fast-paced, productive work environment. You will acquire important transferable skills in editing, research, and developing creative ways to share information.</p> <p><b>The main responsibilities of the intern will be:</b></p> <ul style="list-style-type: none"> <li>• Work in an information package for institutional donors which can include</li> <li>• Infographic with information from comparative research</li> <li>• Summary information from internal evaluations</li> <li>• Summary of video evaluations</li> <li>• Support research dissemination plan</li> <li>• Support on content for the website</li> <li>• Support the creation of the standing library of content</li> <li>• Summary of projects for standing library</li> <li>• Summary of country portfolios for standing library</li> <li>• Create template for internal information sharing of new projects</li> <li>• Create template for internal information sharing of new content on existing projects</li> </ul>
<b>Qualifications</b>	<p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Post-secondary education or currently enrolled in a program including international development, fundraising, or equivalent combination of education and related experience.</li> </ul> <p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Strong organizational and time management skills with minimal supervision</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong/Advanced knowledge of MS Office (Word/Excel/Outlook/PowerPoint)</li> <li>• Strong writing, research, and communications skills</li> <li>• French skills an asset</li> <li>• Graphic design skills an asset</li> </ul> <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Honesty and accountability with co-workers.</li> <li>• Extremely detail-oriented and places the utmost value upon accuracy.</li> <li>• Employs a practical system thinking approach to their work.</li> <li>• Positive, energetic, adaptable, and flexible.</li> <li>• Proactively seeks out solutions to problems and roadblocks.</li> <li>• Able to take initiative, work independently</li> </ul>
<b>Compensation</b>	\$16 per hour
<b>Application process</b>	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: <a href="mailto:jobs@warchild.ca">jobs@warchild.ca</a></p> <p>Please ensure your application email has the subject heading of 'International Programs Assistant – [insert your name]'</p> <p>Only those applicants selected for an interview will be notified. We regret we are unable to entertain phone calls.</p> <p>War Child Canada is an equal opportunity employer. War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Protection Policy, including appropriate reference checks.</p> <p>War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs.</p> <p>Candidates should be legally eligible to work in Canada. War Child Canada will not provide any relocation support.</p> <p>For more information about War Child Canada, please visit <a href="http://www.warchild.ca">www.warchild.ca</a>.</p>
<b>Deadline</b>	July 28, 2021