



CEI Initiatives Internships

Summer 2020

The Centre for Employment Innovation, St. FX Extension, is looking for two post-secondary students (enrolled in post-secondary in the fall of 2020) or recent graduates (will graduate or have graduated in 2020) who are interested in joining a dynamic and supportive team.

The Centre for Employment Innovation (CEI) at St. Francis Xavier (StFX) University is committed to the founder of the Antigonish Movement, Dr. Rev. Moses Coady's vision of "a full and abundant life, for all", and strongly believes that collaboration, collective action, and adult learning are necessary to create vibrant, thriving, and resilient communities. The world of work is changing, and it is more important than ever to understand how to prepare for, adapt to, and shape future possibilities. As communities, organizations, and individuals, we believe that people have the assets and strengths to collectively address economic, environmental, and social challenges and inspire meaningful change—to be able to shape a future that works for all.

The CEI provides leadership, fosters best practices, conducts research and encourages collaboration in the development and delivery of employment services across the Province of Nova Scotia. Operating within and supported by the StFX Extension Department and working in partnership with government, service providers, community agencies and researchers, it strives to bring people and knowledge together to strengthen the quality and effectiveness of employment services. The aim of the CEI is to foster a skilled, resilient and productive workforce across Nova Scotia.

At the CEI, we recognize the importance of collaboration, across and within sectors, to foster more effective and sustainable impacts for positive change. We are an important component of the employment services ecosystem in Nova Scotia. As part of a systems-focused approach to service excellence, the CEI conducts its activities in collaboration with the network of community-based Nova Scotia Works employment services providers, the Nova Scotia Career Development Association (NSCDA), and the Province of Nova Scotia's Department of Labour and Advanced Education (through Employment Nova Scotia).

What Can I Expect in this Role? As integral parts of the CEI team, the *CEI Initiatives Interns* will support the design and implementation of a variety of local and provincial career development and employment services initiatives. Specifically, these positions will involve working alongside mentors on:

- Engagement-specific tasks, which will include supporting the development of a regional partnership and engagement strategy as well as designing virtual convenings/workshops, facilitation, and conducting surveys/interviews.
- Communication-specific tasks, which will include documenting all learnings, sharing stories across multiple communications platforms, and report writing.
- Research-specific tasks, which may include developing environmental scans and literature reviews, gaining hands-on experience with participatory action research and qualitative methods, supporting research project design, and data gathering and analysis.
- Time permitting, each position may also offer an opportunity for you to develop an innovation project, in consultation with CEI team members, to align your experience and interests with the mandate of the CEI.

CEI Initiatives Internships

The CEI and StFX respect and welcome diversity. Applications from Indigenous persons, Black/African Nova Scotians, people of colour and people across spectrums of gender, sexuality, abilities, and age are highly encouraged. It is important to our emphasis on community-based research that all communities are represented. We encourage applicants to self-identify. Only those selected for an interview will be contacted. All qualified candidates are encouraged to apply.

How Do I Qualify?

The applicants must be attending post-secondary in the fall of 2020 (either graduating from high school and entering post-secondary or a student returning to post-secondary) or be a recent graduate (having graduated from post-secondary in 2020) and have access to a computer, reliable internet, and space to work at home.

We are also looking for team players who exhibits the following:

- Motivated by a care and compassion for others.
- Desire and willingness to learn, adapt, and improve.
- Open-minded and ability to think outside the box.
- Ability to work well independently and to support team goals.
- Flexible and able to balance and shift multiple priorities in a dynamic and fast-paced environment.
- Effective listener and written/oral communicator, with the ability to adapt to a broad range of stakeholders.
- Collects information with precision, accuracy and attention to detail.
- Acts in a professional, ethical and confidential manner.

Although not required, we consider the following attributes as assets:

- Multilingual.
- Experience in research, community development, and/or community engagement.
- Experience working with diverse stakeholders.
- Valid driver's license and/or ability to travel.

Hours / Term / Location of Work:

- The positions require a 35 hour per week commitment, Monday to Friday, 8:30 am – 4:30 pm.
- With the expected starting date of May 11th, 2020 (negotiable), the positions are listed for a 16-week term (however, later start dates would impact the length of the term), at a rate of \$15 per hour.
- During the restrictions of COVID-19, these positions will work from their home location. Reliable internet is a necessity for these positions.
- Travel and some weekend work may be expected, if COVID-19 restrictions lift during the course of this internship.

Positions Available:

There are two (2) CEI Initiatives Intern positions available at the CEI.

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How Will This Internship Benefit Me?

As an important member of our team, you will:

- Contribute to province-wide initiatives that foster a more skilled, resilient and productive workforce across Nova Scotia.
- Become part of a network of social change agents, community leaders and facilitators, and applied researchers.
- Join a core team that values the experience, perspective and voices of all team members.
- Have an opportunity to interact and deepen relationships with various stakeholders and communities.
- Be encouraged to pursue your own area of interest, within the scope of work at the CEI, and be mentored by various staff and faculty.
- Gain hands-on, practical experience working with community-based, community-led initiatives (including field work), research (interviews, literature searches, data analysis, etc.), and engagement (facilitating focus groups, workshops, communities of learnings, etc.)
- Deepen your ability to translate complex information for widespread usage.

How Do I Apply?

Please compile the below documents:

- 1) **Your resume**
- 2) **A personal reflection** (maximum of 2-pages) on the following topic:

The CEI and its partners aim to enhance diversity, equity, and inclusion within workplaces, so that all Nova Scotians have opportunities to meaningfully engage in the workforce and their communities. The CEI's work, along with the Coady Institute and Extension Department, is rooted within the principles of the Antigonish Movement and strives towards Moses Coady's vision of a "full and abundant life for all". In your own words, please provide a reflection about what 'a full and abundant' means to you?

Submit your application package in confidence to cei@stfx.ca using the Subject Line: **CEI Initiatives Intern Application – Your Name**.

Deadline for Submissions: Thursday, April 30th, 2020 (12 NOON ADT)