



StFX
UNIVERSITY

**CENTRE FOR
EMPLOYMENT
INNOVATION**

Collective Impact for Inclusive Youth Employment Intern

Summer 2023

2023 Collective Impact for Inclusive Youth Employment Intern, Coady Institute

The Coady Institute is looking for a post-secondary student (enrolled in post-secondary in the fall of 2023) or recent graduates (will graduate or have graduated in 2023) interested in joining a dynamic and supportive team.

The Coady Institute, located 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 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.

This position falls under the supervision of the **Centre for Employment Innovation (CEI)**, which exists within Coady. 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 Coady Institute and 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, Skills, and Immigration (through Employment Nova Scotia).

What Can I Expect in this Role? The Collective Impact for Inclusive Youth Employment (CIIYE) initiative is a workplace attachment program with a focus on creating meaningful employment opportunities for under-represented youth (aged 18-34) including Indigenous, African Nova Scotians, racially visible individuals, Nova Scotians on Employment Support and Income Assistance (ESIA), and persons with a disability. More on the CIIYE initiative [here](#).

As an integral part of the CEI team, the **CIIYE Intern** will support the design and implementation of applied community-based research, as it relates to employment as seen through a social determinants



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of health lens. Specifically, this position provides an opportunity to support young people and employers to create inclusive workplaces and will involve working alongside mentors on supporting current engagement, research and evaluation activities of the CIIYE, and providing some administrative support.

These activities may include:

- Engagement-specific tasks, which will include supporting the designing of virtual convenings/workshops, facilitation, and conducting surveys/interviews.
- Research and evaluation-specific tasks, such as supporting on-going data gathering and analysis, designing and undertaking interviews, focus groups, literature searches and reviews, evaluation frameworks, gaining hands-on experience with participatory action research and qualitative methods.
- Communication-specific tasks, which will include documenting all learnings and sharing with the CEI team, sharing stories/learnings across multiple communications platforms and report writing.
- Other duties as assigned.

In this role, they will be expected to:

- Attend a series of virtual onboarding training sessions taking place May 1-12
- Attend seminars and participate in department-specific and Coady-wide team meetings and other activities occurring during the internship period.
- Meet weekly with their direct supervisor(s).
- Meet bi-weekly with their fellow interns as part of a Community of Learning.
- Meet bi-weekly with their fellow interns as part of an intern-directed space.
- Write or record monthly reflections on the internship experience (outlining learning accomplishments, overall achievements) and submit a copy to their supervisor.
- Participate in the 2023 Nova Scotia Career and Employment Student Symposium August 15-17, which will take place virtually over Zoom.

How Will This Internship Benefit Me? As an important member of the 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.
- Be encouraged to pursue your own area of interest, within the scope of work at the Coady Institute and the supervising department, and be mentored by various staff and faculty.
- Have an opportunity to interact and deepen relationships with various stakeholders and communities.



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- Gain hands-on, practical experience working with community-based, community-led initiatives, communications (sharing stories of impact, facilitating workshops, tailoring communication approach for diverse stakeholders, etc.), and research (interviews, literature searches, data analysis, etc.).
- Deepen your ability to translate complex information for widespread usage.

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?

Applicants for this position must be current students, and must be returning to post-secondary at the undergraduate level in the fall of 2023. We are looking for team players who...

- Are curious about employment services and workforce attachment.
- Understand basic qualitative and/or quantitative research, community development, and/or community engagement.
- Collect information with precision, accuracy and attention to detail.
- Can work well both independently and to support team goals.
- Are open-minded and have the ability to think outside the box.
- Are effective listeners and written/oral communicators with the ability to adapt to a broad range of stakeholders.
- Hold a desire and willingness to learn, adapt, and improve.
- Demonstrate commitment to valuing diversity and contributing to an inclusive workplace.
- Are motivated by a care and compassion for others.
- Are flexible and able to balance and shift multiple priorities in a dynamic and fast-paced environment.
- Act in a professional, ethical and confidential manner.

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

- Experience working with diverse stakeholders, which may include convening learning sessions.
- An ability or willingness to travel.
- Multilingual.

Hours / Term / Location of Work:

- The position requires a 37.5 hour per week commitment, Monday to Friday (schedule to be determined with your supervisor).



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- With a start date of May 1, 2022, the position is listed for a 16-week term, at a rate of \$15.00 per hour.
- This position has the option to work from their home location in the province of Nova Scotia, or on campus. Reliable internet, access to a computer, and a space to work from home is a necessity for individuals who choose to work from home.

How Do I Apply? Please compile the below documents:

1. A completed version of the cover page below (we suggest saving a copy as a PDF and filling it out that way)
2. Your resume (maximum 2 pages)
3. A personal reflection (maximum 2 pages double-spaced) in response to the following question:

When you think about Coady's vision of a "full and abundant life for all," what does that phrase mean to you? When you think about the role(s) you've applied for within the Coady Institute, how to you see your work or research supporting that vision? Feel free to suggest specific ideas you have for projects, or research questions you'd like to tackle.

Note: you may apply for up to three intern positions posted by the Coady Institute using the same application.

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

Deadline for Submissions: Wednesday, March 1, 2023 (12 NOON ADT)

Collective Impact for Inclusive Youth Employment Intern

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Cover Page for Coady Institute 2023 Summer Student Intern Positions

Please fill out the information below, and attach this page to your application email alongside your resume and personal reflection.

Name	
Email	
Phone	
Address	

Please select (add a checkmark or highlight) which positions you're applying for with this application by placing a checkmark next to the relevant list items (you may apply for a maximum of three intern positions within the Coady Institute, using the same resume and personal reflection):

- 2023 Education Programs Intern
- 2023 Collective Impact for Inclusive Youth Employment Intern
- 2023 International Center for Women's Leadership Intern

Before submitting your application, confirm that you've included all necessary application pieces:

- A completed version of this cover page template
- Your resume (maximum 2 pages)
- A personal reflection (maximum 2 pages double-spaced) in response to the question provided on the job postings

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

Deadline for Submissions: Wednesday, March 1, 2023 (12 NOON ADT)