



STFX
UNIVERSITY

COADY
INSTITUTE

Education Programs Intern

Summer 2023

2023 Education Programs 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 **Director of Programs** and will contribute to the successful development and delivery of Coady's Diploma in Development Leadership. Our Diploma in Development Leadership is designed for those who are passionate about creating positive change in their communities. The program is designed for a diverse cohort of practitioners from around the world who represent a wide cross-section of civil society, public, and private groups, and organizations. Together, they will learn innovative skills and approaches for leadership in asset-based, just, and sustainable development. The Diploma program strengthens participants' capacity to confront the complex issues they face and to propose pragmatic strategies for change. Throughout the program, participants build and draw upon a critical and reflective social change framework to enhance their leadership competencies and their abilities to motivate and support people in creating a better world for future generations. The program is deeply rooted in a community-driven and adult education approach that draws on over 50 years of practical experience.

What Can I Expect in this Role? The 2023 Education Programs Intern will contribute to the successful development and delivery of the Diploma in Development Leadership.

Tasks may include:

- Assisting with the writing, editing, and production of program and curriculum manuals.
- Working with classroom facilitators and the diploma team to provide an interactive, participatory, and well-run learning environment throughout the diploma program. This will include interacting directly with program participants and facilitators in and outside of the classroom on a regular basis.

- Assisting with, and conducting, research aligned with programmatic priorities for Coady's Education Programs. This includes but is not limited to data collection to inform program improvements to the diploma program, environmental scans, and assisting with curriculum reviews.
- Other duties as assigned.

In this role, the intern will also 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:

- Have the opportunity to participate in co-learning with a cohort of change makers from around the globe.
- 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 change makers from around the globe.
- 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.
- Gain a deeper understanding of adult education approaches to curriculum development, facilitation, and instructional design.

The Coady Institute 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 attending post-secondary in the fall of 2023 or be a recent graduate. We are looking for team players who...

- Are passionate about community driven development.
- Are interested in adult education and participatory approaches to facilitation and co-learning
- 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 participating in learning sessions and direct interaction with program participants.
- 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).
- 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 for undergraduate students, or \$18.00 per hour for graduate students.
- This position is an on campus position and requires daily attendance at the Coady Institute.

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 do 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)

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)