



StFX  
UNIVERSITY

CENTRE FOR  
EMPLOYMENT  
INNOVATION

## International Centre for Women's Leadership Intern

*Summer 2023*

### 2023 International Centre for Women's Leadership 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 International Centre for Women's Leadership**, which exists within Coady. Women's and Indigenous leadership is a strong focus for the Coady Institute's work. The International Centre for Women's Leadership currently manages a wide range of online, on-campus and off-campus feminist leadership programs for persons identifying as women in Canada and abroad, with other programs under development. The Centre is also engaged in a number of research initiatives and community projects that enhance the curriculum as well as contribute to policy and practice in the fields of gender equality and women's rights.

**What Can I Expect in this Role?** The 2023 International Centre for Women's Leadership Intern will assist with the ICWL's suite of global women's leadership programs, and support ongoing research related to gender and development. They will also have the opportunity to design a research or engagement project that contributes to the field of knowledge surrounding Women's and Gender Studies.

Tasks may include:

- Providing logistical assistance with the events, activities and coordination of on-site program activities, particularly our **Feminist Advocacy for Agency, Equity, and Justice** course happening in June, and pieces of the **Diploma in Development Leadership** happening from May to July.
- Undertaking preliminary research and review pertaining to topics of relevance to the ICWL in support of our global women's leadership programs utilizing an intersectional feminist lens.
- Assisting with the preparation of content and activities related to related women's leadership alumnae networks.
- Documenting and sharing learnings with others at Coady and across multiple communications platforms, which may look like creating infographics, contributing to academic journals or newsletters, report writing, etc.

- Pursuing an independent research or engagement project on a topic connected to Women's and Gender Studies that is in line with your own interests.
- 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:

- Work alongside and learn from global cohorts of women leading change in their communities.
- 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.
- 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 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...

- Have knowledge of and are interested in learning more about intersectionality, gender, feminism, women's leadership, development studies, and community development (local or global).
- Have strong writing and research skills.
- Have excellent interpersonal and intercultural communication skills, proven problem-solving skills and the ability to complete multiple tasks in a timely and effective manner to meet tight deadlines;
- 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:

- An ability or willingness to travel.
- Multilingual in French or Spanish (written and oral).

#### **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 will be based in Antigonish, Nova Scotia. Some remote work may be possible, but the intern should expect to be in-person on the StFX campus for the majority of the work term.

**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](mailto: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.

<b>Name</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Address</b>	

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](mailto:cei@stfx.ca) using the Subject Line: **Coady Institute Summer Intern Application – Your Name.**

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