

### **JOB POSTING: Project Intern (Summer paid internship)**

**GIRLS ACTION FOUNDATION** is currently seeking to hire an energetic and talented individual to join their team for a summer paid internship. Under the direction of the Programs and Mobilization Manager, this individual will be responsible for assisting the Programs Manager in the implementation of program specific tasks and activities.

**Founded in 1995, Girls Action Foundation** is a national charitable organization that leads and seeds girls' programs across Canada. We build girls', young women's and gender diverse youth's skills and confidence and inspire action to change the world. Through our innovative programs, research, and support to a network of over 300 partnering organizations and projects, **Girls Action** reaches over 60,000 youth. We reach remote, marginalized and urban communities, including those in the North.

#### **Eligibility**

##### **To apply, you must be**

- Between 16 and 30 years of age (inclusive) at the start of employment;
- Registered as a full-time student during the last school year;
- Intending to return to school on a full-time basis during the next academic year in a secondary, post-secondary, CEGEP, vocational or technical program;
- A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*.

#### **Roles and responsibilities**

##### **Program Support**

- Support the Programs team in the planning and implementation of programs and the organization of special events for our network.
- Support the planning and implementation of activities in health promotion, violence and racism prevention, self-esteem and leadership development
- Participate in the development of promotional materials for programs and activities
- Write, edit and proof-read documents in English and/ or French as needed
- Contribute to maintaining and nurturing good relations with partners and network members
- Carry out all other related tasks according to program needs

#### **Desired skills and qualities**

- Related training or experience (Project Management, Social Sciences, Feminist studies, or any other related studies).
- Experience in project development and coordination.
- Strong skills in writing and editing in French or English, and the ability to communicate in both official languages.
- Demonstrated commitment to Girls Action's mission and feminist, anti-oppressive values and practice.



FONDATION  
FILLES D'ACTION  
GIRLS ACTION  
FOUNDATION

469 rue Jean Talon O. bur. 407-408  
Montréal, (QC) H3N 1R4  
t 514.948.1112  
info@girlsactionfoundation.ca  
www.girlsactionfoundation.ca

- Excellent organizational skills and great attention to detail.
- High degree of computer literacy.
- Ability and experience of working autonomously and as a part of a team.
- Resourcefulness, flexibility and the ability to learn and adapt on the job.
- Experience with a donor database (or CRM) such as Salesforce is an asset.
- Knowledge of facilitation and popular education approaches is an asset.

### Terms

Located in the Girls Action Foundation office in Tiohtià:ke / Montreal, this is an 8-week contract. Salary: \$18 per hour for a full-time position (30 hours / week).

### Dates

The deadline to apply is June 3rd, 2022. The start date is July 4<sup>th</sup>.

### How to apply

Send your resume and cover letter to [summerjobs@girlsactionfoundation.ca](mailto:summerjobs@girlsactionfoundation.ca)

### In your 1-page cover letter, in French or English, please

- Tell us what excites you about joining the team at Girls Action Foundation, and how you relate to our mission and the communities we work with.
- Build on what is in your CV by sharing concrete examples of how your skills and experience demonstrate your ability to perform responsibilities related to the responsibilities listed above.

### Employment equity

At Girls Action we recognize and value the contributions that individuals who identify as members of marginalized and oppressed communities bring to our organization. We encourage, among others, black, Indigenous and women of colour, disabled people, people identifying as LGBT\*QIA2+, immigrants and newcomers, and people from working class backgrounds to apply. This list is not exhaustive, and we encourage applicants to describe other experiences of marginalization in their applications including how these experiences contribute to their unique perspectives.

The interview process may involve a telephone call, an in-person interview at our Montreal office, as well as a writing test, in French and English. If contacted, please let us know if you would require any accommodation throughout the process.

For further information email us at: [communications@girlsactionfoundation.ca](mailto:communications@girlsactionfoundation.ca)