

# Policy Internships in Canada 2009-2010

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Produced by MASS LBP in partnership with the School of Public Policy and Governance at the University of Toronto

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## **CROWN CORPORATIONS**

### **International Development Research Center**

*Organization Description:* IDRC works in close collaboration with researchers from the developing world in their search for the means to build healthier, more equitable, and prosperous societies.

*Position Description:* The IDRC Internship awards provide exposure to research for international development through a program of training in research management and grant administration under the guidance of IDRC program staff. The internship is designed to provide hands-on learning experiences in research program management - in the creation, dissemination and utilization of knowledge from an international perspective.

Four Program Areas:

- *Social and Economic Policy*
- *Environment and Natural Resource Management*
- *Information and Communication Technologies ICT for Development*
- *Innovation, Policy and Science*

The interns will undertake a program of research on the topic submitted when competing for the Internship during a part (often around 50%) of their time and will be trained in the techniques of research management through hands-on work experience with their chosen programs programming and practices. They usually work under the mentorship of a Program Officer(s).

For approximately 50% of the time the selected candidates will be expected to provide support to management and program staff in some of the following areas: synthesis of project outcomes; production of publications and dissemination materials or activities on research results; participation in team meetings; research tasks to locate, review and synthesize relevant material; preparation of state of the art reviews; preparation of correspondence, reports and presentations; assistance with the organization of meetings, workshops and seminars; preparation of minutes; updating and maintaining databases; and maintenance of the website; exchange with other institutions working on a broad range of issues related to programming.

*Dates:* Deadline for receipt of applications: 12 September 2009 (awards will be announced in December 2009).

*Type of Internship:* Internships are tenable for a minimum of 6 months and a

maximum of 12 months at IDRC headquarters in Ottawa or in a Regional Office.

*Remuneration:* Interns doing their internship in Canada will receive a salary in a range from CA\$36 754 to CA\$42 548 per year (under review), depending on qualifications and experience.

*Eligibility:* The program is aimed at candidates who, through demonstrated achievements in academic studies, work or research, have shown interest in the creation and utilization of knowledge from an international perspective. Canadian citizens, permanent residents of Canada and citizens of developing countries may submit an application. They must be either currently registered in a Master's Program or have completed a Master's Degree in a recognized university. Their research must focus on a developing country. Candidates need not be affiliated with an institution. They may participate in internships as part of an academic requirement.

Selection: IDRC staff will review the applications and select successful candidates.

*Contact:*

150 Kent Street  
Ottawa, ON, Canada  
K1P 0B2  
Phone: (613) 236-6163  
Fax: (613) 238-7230  
Email: info@idrc.ca

*Website:* [http://www.idrc.ca/en/ev-84370-201-1-DO\\_TOPIC.html](http://www.idrc.ca/en/ev-84370-201-1-DO_TOPIC.html)

\*\*Along with this internship program, the IDRC has many student positions for students pursuing their Masters listed on: [http://www.idrc.ca/en/ev-118872-201-1-DO\\_TOPIC.html](http://www.idrc.ca/en/ev-118872-201-1-DO_TOPIC.html).

## **GOVERNMENT**

### ***Legislative Internships***

#### ***ALBERTA:***

##### ***Provincial Legislature of Alberta***

*Program description:* The Municipal Internship Program for Land Use Planners is

designed to attract recent post-secondary graduates to the field of municipal planning. Its objective is to assist in the training and development of competent, well-rounded municipal planners. It is expected that upon successful completion of the program, interns will be better prepared to enter the municipal planning field in Alberta's municipalities.

*Requirements:*

- a recently completed (within the last two years) planning degree or a related degree with a minimum of two senior-level planning classes. Individuals graduating in May 2010 are eligible;
- A desire to experience and learn municipal planning;
- Work or volunteer experience that is related to the skills needed in municipal planning and administration;
- Willingness to relocate to host municipality, if necessary; and
- Work, character, educational or volunteer related references.

*Dates:*

January 29, 2010: The deadline to submit your intern application package.

March 29, 2010: Hosts must have their intern selected.

May 2010: Hosts must have their intern selected - Interns start their internships in their host organization

*Type of Internship:* Annual

*Remuneration:* Paid

*Website:* [http://www.municipalaffairs.gov.ab.ca/ms/internship/intern\\_41.htm](http://www.municipalaffairs.gov.ab.ca/ms/internship/intern_41.htm)

***BRITISH COLUMBIA:***

*Provincial Legislature of British Columbia*

*Position description:* The program offers an opportunity to Canadian university graduates to supplement their academic training by observing the daily workings of the Legislature first hand, and to provide Members of the Legislative Assembly with additional assistance during the parliamentary session. The ministry and caucus assignments are designed to provide exposure to public policy-making and legislative processes. Interns will acquire skills and knowledge they can apply in their chosen careers and future life experiences. In the long term, it is expected that Interns will contribute to a greater public understanding and appreciation of our system of parliamentary government.

*Requirements:* To apply to the B.C. Legislative Internship Program, applicants must meet the following requirements:

- B.C. resident;
- Canadian citizenship or landed immigrant status;
- A completed Bachelor's Degree from a Canadian university or B.C. university-college; and,
- The Bachelor's Degree requirements must have been completed within the immediate 2-year period prior to the start of the internship program.

*Application Process:* Application is typically made during the student's final undergraduate year; however, applicants must have completed all of the Bachelor's Degree requirements prior to participating in the program. It is the applicant's responsibility to ensure that their application is complete by the deadline date. This includes:

- attaching their personal resume;
- arranging for official sealed academic transcripts for all credits, College or University that go toward their degree completion. Transcripts should be sent directly to the B.C. Legislative Internship Program from the institution Registrars office; and
- asking three (3) academic professors/instructors to electronically submit Academic Referee Evaluation form on their behalf using the applicants individual tracking number.

*Deadline:* All on-line applications must be complete prior to the application deadline date. Late applications will not be considered.

*Dates:* The program commences in January of each year and runs for approximately 25 weeks, until the end of June. Actual program start and completion dates are determined each year by the Program Director.

*Type of position:* Annual

*Remuneration:* Paid

*Website:* <http://www.leg.bc.ca/info/bclip/index.asp>

## **MANITOBA:**

### *The Provincial Legislature of Manitoba.*

*Position Description:* The Manitoba Legislative Internship Program was established in 1985 by the Manitoba Legislative Assembly. It is intended to serve three broad purposes. The program provides graduates of Manitoba's universities or graduates of other universities who are permanent residents of Manitoba with an opportunity to experience firsthand the legislative process

within the Manitoba Legislature. In addition to being directly involved with the legislative process, the Interns participate in a series of seminars dealing with all aspects of the governmental process.

The program also provides MLAs of the recognized political parties represented in the Assembly with competent and educated assistance in policy research and constituency work. It enables them to delegate some constituency and other matters to Interns and frees them to deal more effectively with the specialized and complicated legislative issues.

*Requirements:* Interns are recruited through a competition advertised at Manitoba's universities and at universities elsewhere in Canada. Posters for the program appear in December and application forms can be obtained from the Dean/s of faculty and Politics, Political Sciences/Studies, and other academic department offices of Manitoba universities or from the Academic Director for the program. The deadline for the submission of applications is the 13th of February.

*Applicants should:*

- Have a university degree with academic excellence in any discipline by the time of the start of the internship year;
- Have facility in written and oral communication in English; knowledge of written and spoken French will be considered a strong asset;
- Show ability to conduct independent research and write reports. Applicants invited for interview will be asked to do a short written assignment following the interview.
- Demonstrate evidence of involvement in extracurricular activities.

*Deadline:* February 13, 2009.

*Type of position:* Annual- successful applicants are engaged on a ten-month contract from the beginning of September to the end of June of the following year.

*Remuneration:* Each Intern receives an annual stipend paid bi-weekly (currently \$1,133.90 before deductions).

*Website:* <http://www.manitoba.ca/legislature/info/infosheet.pdf>

## ***NEW BRUNSWICK:***

*The New Brunswick Public Service Intern*

*Organization Description:* The Province of New Brunswick.

*Position Description:* The New Brunswick Public Service Internship Program is designed to attract a new generation of leaders into the province's public service. During the 18-month program, successful candidates would work closely with a personal mentor who would help guide and advise on a career in the Public Service. Successful candidates would also receive an extensive orientation to the NB Public Service, and receive training in support of career growth and development as well as rotations that would include involvement in the non-profit sector.

*Deadline:* February 13, 2009.

*Type of position:* Annual

*Remuneration:* Paid - Each Intern receives an annual stipend paid bi-weekly (currently \$1,133.90 before deductions).

*Website:* <http://www.gnb.ca/0163/intern/intern-e.asp>

## ***NORTHWEST TERRITORIES:***

### Northern Graduate Intern

*Organization Description:* The Government of the Northwest Territories

*Position Description:* Graduate Internships are relevant work experience available to Northern graduates for a one-year period with the GNWT; Interns are usually employed in positions related to their field of study.

New student graduates are encouraged to apply for the Graduate Internships in the Public Sector. Expression of Interest Forms are currently being accepted.

Requirements:

- you must meet the definition of a northern graduate
- you must have completed your post-secondary program within the six months prior to being hired;
- your post-secondary program must be one of at least 4 semesters in length resulting in a college diploma or university diploma or degree; and
- *you must have been registered in a full course load (normally 3 courses per semester) for the two semesters prior to graduating (accommodation can be made to recognize special circumstances for disabled students).*

*Application Process:*

- An Expression of Interest Form received on or before January 31, 2009 will receive first consideration for hire. Applications are currently being accepted for 2009 hiring season.
- Complete the Expression of Interest Form and send it, along with a current copy of your resume to Corporate Human Resource Services (CHRS) at [Casuals@gov.nt.ca](mailto:Casuals@gov.nt.ca).
- Your resume is matched with Internship positions requested by departments. Once CHRS approves a match, the department is free to contact applicants with relevant education and ask if they are interested in applying for the internship position.
- An interview is arranged and takes place to assess personal suitability. As with all staffing in the GNWT, the Affirmative Action Policy is applied in staffing internship positions.

*Dates:* Application deadline - January 01, 2009.

*Type of position:* Annual

*Remuneration:* Paid

*Website:* <http://www.gnb.ca/0163/intern/intern-e.asp>

*Contact:* Corporate Human Resource Services: [Casuals@gov.nt.ca](mailto:Casuals@gov.nt.ca)

*Website:* <http://www.hr.gov.nt.ca/employment/interns/>

## **NOVA SCOTIA:**

### **The Government of Nova Scotia.**

*Position Description:* The internship program is designed to attract recent post-secondary graduates to the field of municipal government administration. The objective of the program is to assist Nova Scotia's municipalities in attracting, training and development of competent, well-rounded senior municipal administrators with leadership capacity as a means of assisting municipalities with their succession planning. It is expected that upon the successful completion of the municipal internship program, interns will be prepared to enter municipal administration careers in Nova Scotia's municipalities. SNSMR, the AMA, and Nova Scotia's municipalities, are providing this opportunity for municipalities to look at future vacancies in their management structure and to participate in recruiting university graduates to train for potential or expected vacancies.

*Type of position:* Annual

*Remuneration:* Paid

*Dates:* Application deadline: January 01, 2009.

*Website:* <http://www.gov.ns.ca/snsmr/muns/internships/>

## **ONTARIO:**

### **Ontario Legislature Intern**

*Position Description:* The Ontario Legislature Internship Program brings eight recent graduates to Queen's Park every year to work with backbench members of the Legislature. The focus of the program is upon the Legislative Assembly as a vital institution of government and, more particularly, upon the role of the backbench Member. Interns provide assistance of various kinds to some of these Members. In this manner the interns are able to supplement their academic training with valuable practical experience. It is expected that they will become thoroughly familiar with the procedures and conventions of the Legislature. At the same time it is hoped that they will contribute in some measure to increasing public knowledge and appreciation of the work of the Legislature.

#### *Requirements and Process:*

1. They should take academic excellence to mean that they must have strong records as indicated both by their transcripts and their letters of reference.
2. Candidates should try as much as possible to obtain academic letters of reference from individuals who know them well and are likely to be recognized by the selection panel as clearly authoritative in attesting to the suitability of applicants to serve as a legislative Intern.
3. Although there is no requirement that applicants be political science majors, candidates will assist the selection panel greatly if they emphasize, in their explanation of what they believe they can derive from the Program, how their academic training has equipped them for an Internship.
4. They should present evidence, through their transcripts and letters of reference, that they have sufficient knowledge of Ontario politics, and the parliamentary system of government to be able to submit a paper, at the end of the Program, which genuinely contributes to the scholarly study of the Ontario legislative system.

After the closing date, copies of all applications are sent to every member of the selection committee for examination. Subsequently the committee meets and chooses about 20 candidates for interviews in Toronto. The choice is based upon several factors, including academic excellence, letters of recommendation, and

the declared motivation of the candidate. Therefore, applicants should keep the following in mind:

The application form asks candidates for a letter outlining the kinds of activities they would expect to perform as an Intern, and the value of the Internship to them. The response to this question is clearly of considerable importance in providing guidance to the selection committee.

Interviews are held at Queen's Park and last about thirty minutes; those chosen for interviews can expect to be questioned on a variety of topics. Following these interviews a maximum of eight Interns are chosen. The competition is open to recent graduates of Canadian universities (or in exceptional cases of other post-secondary institutions) who are Canadian citizens, permanent residents or landed immigrants; visa students are not eligible to be Interns. In the case of candidates chosen for an interview, the C.P.S.A. will pay, when necessary, for transportation, lodgings, and related expenses.

*Deadline:* February 28, 2009. Internships are 10 months long and start in September.

*Remuneration:* Paid (Depending of funding)

*Contact:*

Program Director

Dr Henry J. Jacek

Phone: 905 525 9140 ext. 24557

Email: [jacekh@mcmaster.ca](mailto:jacekh@mcmaster.ca)

Website: <http://www.olip.ontla.on.ca/background.htm>

## **SASKATCHEWAN**

### **The Provincial legislature of Saskatchewan.**

*Position Description:* The Saskatchewan Legislative Internship Program (SLIP) provides at least five senior university students, or recent graduates, a unique educational experience each year. The seven-month program will give participants the opportunity to use their theoretical knowledge of government and parliament in a practical setting. They will get first-hand experience with the day-to-day work of elected representatives from both sides of the House. The Internship focuses on the role of the private member. It creates a new and desirable service for legislators by providing them with highly qualified and enthusiastic assistants.

*Selection of Interns:*

Applicants are reviewed by a committee consisting of the director of the program, a representative from the Office of the Clerk of the Legislative Assembly, faculty members from the University of Regina and the University of Saskatchewan, two former Speakers of the House and one former Intern. Interns are selected based on academic qualifications, evidence of skills needed to assist Members of the Legislative Assembly (MLAs), interest in the parliamentary process, and personal qualities required to succeed in SLIP.

The Saskatchewan Legislative Internship Program is designed for third and fourth year undergraduate university students attending a recognized Canadian university. The Program offers six academic credits towards an undergraduate degree at the University of Regina or the University of Saskatchewan. Applications will also be accepted from graduate students and recent university graduates. Applicants must be permanent residents of Saskatchewan, but may be temporarily out of the province to pursue their education at a non-Saskatchewan university.

The Internship is open to students enrolled in all academic disciplines. Provision has been made, through the Rawlco Aboriginal Saskatchewan Internship, for at least one intern being a First Nations or Metis student.

Dates: Applications to participate in the program are accepted in March of each year. Successful candidates will begin their internship in January of the following year.

*Type of Internship:* Annual

*Remuneration:* Paid

*Contact:*

Mr. Ken Pontikes, Director  
Saskatchewan Legislative Internship Program  
c/o Department of Political Studies  
University of Saskatchewan  
Room 283C, Arts Building  
9 Campus Drive  
Saskatoon, Saskatchewan  
S7N 5A5  
Tel. (306) 374-3873  
Fax: (306) 966-5250

*Email:* [kpp985@mail.usask.ca](mailto:kpp985@mail.usask.ca)

*Website:* <http://www.legassembly.sk.ca/internship/>

## **OTHER PROVINCIAL**

### *The Conservation Corps - Newfoundland and Labrador*

*Organization Description:* The Conservation Corps Newfoundland and Labrador is a not-for-profit organization dedicated to providing youth with training and employment in environmental and cultural heritage conservation. The Corps was created by the Economic Recovery Commission in 1992 to increase quality employment, training and career-development opportunities for youth. The Corps' founders believed that the programs and activities of the new organization should focus on forging partnerships with the environment and cultural heritage sectors in a manner that would benefit all partners, youth, communities and business.

*Position Description:* The Conservation Corps Internship Program allows young people to use their education and skills to act as a bridge to the workforce in their field of study. The Conservation Corps has placed interns in a number of projects throughout the province, enabling on-going research in this province to avail of a greater number of educated young people to carry on their efforts. Community proponents apply for an intern for a 12-week period, providing a work plan for a project that encompasses environmental or heritage conservation goals.

*Dates:* On going depending on funding, visit their website for more details

*Remuneration:* Paid

*Contact:*

Darren Feltham  
Director of Programs  
Conservation Corps Newfoundland and Labrador  
267 Duckworth Street  
St. Johns, Newfoundland  
A1C 1G9  
Tel: (709) 729-7266  
Fax: (709) 729-7270  
Cell: (709) 685-3492  
dfeltham@conservationcorps.nf.ca

### **Sivuliqtiksat Internship Program - Nunavut**

*Position Description:* In accordance with Article 23 of the Nunavut Land Claims Agreement, Sivuliqtiksat provides an opportunity for Beneficiaries to develop in leadership positions within the Government of Nunavut at the director, manager and program coordinator level. The Department of Human Resources supports a total of 14 internship positions in the program. Orientation, development of a

learning plan, on-the-job training, mentoring, completion of distance education courses and participation in formal classroom learning are all important elements of the program.

Internship positions are advertised on an annual basis and are open only to Beneficiaries of the Nunavut Land Claims Agreement. Applicants require at least 5 years of progressive work experience and grade 12, or a combination of both.

*Dates:* the organization advertises whenever positions are available on their website

*Remuneration:* Paid

*Contact:*

Tiffany Gauthier

Director, Training and Development

Tel: 867-975-6254

Fax: 867-975-6245 Prince Edward Island

*Website:* <http://www.gov.nu.ca/hr/site/sivuliqtiksath.htm>

### **Atlantic Council for International Cooperation (ACIC)**

Since 2003, the Atlantic Council for International Cooperation (ACIC) has offered quality internships through the CIDA-funded International Youth Internship Program. Our internships give recent Canadian university or college graduates experience working with development organizations overseas as well as in the Canadian context, in their area of expertise. Interns increase their understanding of development issues and actively participate in effecting change as global citizens. The program is also aimed at providing experience that will improve participants' employment opportunities when they return from their internship.

Six months of the internship is overseas (including 2 weeks unpaid vacation) at hosting partner organizations in Latin America, Africa, or Asia. The interns also work for a total of 12 weeks in Canada with an ACIC member organization. This time is split prior to departure overseas and upon return. This allows interns to gain valuable work experience with Canadian NGOs as well as international experience.

To prepare them for their overseas work experience, the interns participate in orientation and pre-departure sessions while in Canada. Interns receive a modest stipend throughout their internship and are covered for return international air travel, medical and travel insurance, visas, and vaccinations.

For our Spanish-speaking placements, an intermediate ability is required; however, language training support is also available. Additionally, interns may apply for funding to pursue professional development activities that will support their internship activities. A dedicated staff person assists interns with support as required.

Upon return, interns participate in debriefing and evaluation sessions as well as job search activities. During this time, interns also undertake a number of public engagement activities to share their experiences with the Canadian public.

*Contact:*

Jessica Dubelaar at [info@acic-caci.org](mailto:info@acic-caci.org) or call 902-431-2311  
[http://www.acic-caci.org/opp\\_intern.html](http://www.acic-caci.org/opp_intern.html)  
[www.acdi-cida.gc.ca/internships](http://www.acdi-cida.gc.ca/internships)

## **NORTHERN CANADA**

### **The Walter and Duncan Gordon Foundation**

*Organization Description:* The Walter and Duncan Gordon Foundation aspires to the ideal of a sovereign Canada that is dedicated to the security and well being of all Canadians and committed to tolerance, pluralism and democratic participation. The Walter & Duncan Gordon Foundation is dedicated to the development of sound and innovative public policies, founded on those values fundamental to Canadians, and designed to foster the continuing evolution of a dynamic and independent Canada.

*Program Description:* The Fellowship will be a 2-year program of both self-directed and collective building and sharing of knowledge and skills. It will enable Fellows to better voice, articulate and share their research and ideas publicly, as well as create dialogue, to bring about a healthier, self-reliant and sustainable north. This program is a partnership with the J.M. Kaplan Fund.

*Position Description:* This program is for those living in (or who are from) Nunavut, Nunatsiavut, Nunavik, the Northwest Territories or the Yukon: The Fellowship will recognize emerging policy leadership among a diverse range of talented, dedicated and motivated Canadians from across the far north, particularly Indigenous northerners, in the early stages of their careers.

*Dates:* A call for applications will commence early in 2010.

*Website:* [http://www.gordonfn.ca/CN\\_Fellowships.cfm](http://www.gordonfn.ca/CN_Fellowships.cfm)

## **SASKATCHEWAN**

## **Diefenbaker Policy Fellow**

*Organization Description:* The Johnson-Shoyama Graduate School of Public Policy, with campuses at the University of Saskatchewan and the University of Regina, is a unique collaboration between the two universities in the fields of public policy and administration in Canada. The School offers Masters programs in public administration, public policy, and international trade and a PhD program in public policy. Its existing strengths are in the areas of health and social policy; science, technology and innovation; and trade and transnational regulation.

*Position Description:* The Fellowship will be awarded annually to a scholar whose research relates broadly to the School's mandate of furthering the study of public policy and public administration in Canada.

*Type of internship:* The Diefenbaker Policy Fellowship will typically be awarded for a period of six or twelve months.

*Remuneration:* The modest stipend associated with the Fellowship is \$10,000 per six-month appointment, with additional funds available for research-related expenses.

### *Application Process:*

- a proposal detailing the contributions to be made during the appointment (in addition to the required public lecture), as well as preference for length and timing of Fellowship;
- current curriculum vitae; and
- two letters of reference.

\*\*The Fellowship is open, in terms of rank and discipline, to new and established scholars, as well as to individuals outside the academic community whose writing, research, or public career have contributed significantly to public policy, public management, or public administration in Canada.

### *Contact:*

Dr. Michael Atkinson, Executive Director  
Johnson-Shoyama Graduate School of Public Policy  
University of Saskatchewan  
Diefenbaker Building, Room 141  
101 Diefenbaker Place  
Saskatoon, SK S7N 5B8  
Fax: (306) 966-1967

*Website:*

<http://www.schoolofpublicpolicy.sk.ca/employment/CRC%20Ad%20in%20Innovation%20Policy.pdf>

## **ONTARIO**

### **Community Futures**

*Organization Description:* Community Futures is a community based non-profit organization that is dedicated to creating opportunities for entrepreneurship and the pursuit of economic growth in Renfrew County.

They, along with 60 other Community Futures Development Corporations in rural Ontario receive operational funding from the Government of Canada through FedNor.

Renfrew County Community Futures Development Corporation is run by a board of local volunteers and professional staff, we take a grass roots approach to investing in local entrepreneurs and community initiatives.

*Position Description:* The goal of the Youth Internship Program is to provide Eastern Ontario recent post-secondary graduates with valuable skills from full-time work experience leading to longer-term employment in Eastern Ontario. Interns must be currently unemployed, reside in Renfrew County, be under the age of 30 and must have graduated with a degree, diploma or Ontario Ministry Certificate from a post-secondary institution directly related to the approved project activity, or they must be enrolled in an Apprenticeship Program.

The internships may include but are not limited to:

- Economic, tourism and/or business development;
- Business and trade opportunity development;
- Feasibility and marketing studies; initiating marketing projects;
- Conducting research and analysis;
- Improving business competitiveness through training programs;
- Supporting technological innovation;
- Commercialization of new technologies.

*Type of internship:* Ongoing

*Remuneration:* Paid

*Contact:*

Dana Jennings - Project Coordinator

Renfrew County Community Futures Development Corporation

613.735.3951 ext. 226

Website:

[http://www.rccfdc.org/lan\\_en/community\\_economic\\_development/EODP\\_Youth\\_Internship.html](http://www.rccfdc.org/lan_en/community_economic_development/EODP_Youth_Internship.html)

## **GOVERNMENT NATIONAL**

### **Accelerated Economist Training Program**

*Position Description:* The Accelerated Economist Training Program (AETP) offers the opportunity for up to 14 high-caliber post-graduates to work with top decision makers in the Public Service on a number of social, economic and international policy agendas.

*Type of Position:* It's a challenging two-year program of tremendously diverse work experience divided into four six-month assignments in policy analysis and related areas.

*Eligibility:* Candidates for AETP must have, or be about to receive, a Master's degree in any discipline.

They must also have:

- *at least one half-year course in each of micro- and macro-economics (or an equivalent full-year course with both micro- and macro-economics)*
- *a half-year course in economics*
- *a fourth half-year course in economics or a half-year course in statistics, quantitative analysis or research methods.*

Candidates are required, in addition to their degree, to have a solid grade point average and to have the competencies outlined in the Statement of Merit Criteria. They must also obtain a security clearance at the secret level.

*Application Process:* Go to Post Secondary Recruitment at the Public Service Commission. You will also find information on the Program at university career placement centres, and in Public Service Commission offices across Canada, and at career fairs on various Canadian University campuses.

### **Emerging Leaders for Governance and Communication**

*Organization/Program Description:* The program is supported through Netcorps, a Government of Canada program funded by Industry Canada and managed by a coalition of nine Canadian development agencies and NGOs (Alternatives, Canada World Youth, Canadian Crossroads International, Canadian Society for

International Health, CUSO, Human Rights Internet, Oxfam-Quebec, VSO Canada and the International Institute for Sustainable Development).

The program seeks to blend together the use of information and communication technologies and e-governance within public and parapublic institutions and civil society organizations working to improve governance in developing countries. It focuses on the use of Information and Communications Technology (ICT) to strengthen the governance, infrastructure and capacity of civil society organizations. The program includes a training session prior to departure, a six- to eight-month international work placement and a debriefing after completing the placement.

Go to Website for more details: <http://www.oecd.org/home/>

### **Federal Student Work Experience Program**

*Organization/Position Description:* Many government departments and agencies use FSWEF to recruit students for their departments.

The core of the program is a computerized national inventory of students seeking a job with the public service. This inventory is managed by the Public Service Commission (PSC) of Canada, the agency that administers various federal government-staffing programs.

Students who would like to find a job within the federal government must first complete the FSWEF application form, which is available only on-line.

- the form is sent electronically to a computerized database containing all the applications of students who applied during the current campaign (about 70,000 applicants per year);
- Federal organizations offering student jobs submit a request to the PSC;
- The PSC conducts a search in the database based on organizational requirements (e.g. year/level of education, Field of Study and Skills). The system identifies all the students who meet the search requirements and randomly selects at least five candidates to refer for each position;
- The PSC contacts the selected candidates by e-mail or by phone to check their interest and availability;
- the organization making the request must assess the referred candidates and appoint the successful candidate.

*Requirements:* To be eligible for FSWEF you must be studying in Canada or be a Canadian student studying abroad and:

- a full-time secondary or post-secondary student in an accredited institution;\*

- currently recognized as having full-time student status in the academic institution in which you are enrolled;\*
- returning to full-time studies in the next academic term;\*\*
- at least the minimum required age to work in the province or territory where the job exists.

*Dates:* FSWEF campaigns normally run from October of one year to September of the following year. The exact date of the beginning of the next campaign will be posted on our site at the appropriate time.

At the end of each campaign, the PSC deletes all the data from its computerized inventory, so students who wish to be considered for jobs must complete a new application for each campaign.

There is no cut-off date for FSWEF applications. Students may complete and submit an application at any time during the campaign. Student jobs in federal organizations are filled throughout the year.

Please note that the period from March to June is the peak recruitment time for summer jobs.

*Remuneration:* Students are paid an hourly rate based on their educational level and experience.

*Contact:*

Canada Public Service Agency

student.etudiant@tbs-sct.gc.ca.

Website: <http://jobs-emplois.gc.ca/fswep-pfete/index-eng.htm>

**House of Commons - Summer Intern**

*Requirements:*

- applicants must be a full-time student (secondary or post-secondary) and have full-time student status in a recognized institution and;
- be registered as a full-time student in your next academic term.

*Please print and fill out the application form and send it to:*

Summer Student Employment Program  
 Human Resources and Corporate Planning Services  
 Room 11-10, 131 Queen Street  
 Ottawa, Ontario, K1A 0A6

House of Commons  
Fax: (613)-995-1470 or Email: [hr.rh@parl.gc.ca](mailto:hr.rh@parl.gc.ca)

### **Ministry of Finance**

*Position Description:* Every year, recent graduates from universities around the country join Finance Canada's team of economists, policy analysts, researchers, and tax legislation officers.

*Position offers:*

- the opportunity to apply the economic and policy analysis skills developed in school
- the chance to work with experts on some of the most exciting and challenging economic and public policy issues facing the country today

*Application:*

- three streams for new recruits - What we are looking for:
- Economist and Policy Analyst Stream
- Masters degree awarded between September 2007 and December 2009 in Economics, International Studies/Relations, Public Administration/Policy; or Finance
- looking to hire approximately 35 Economists and Policy Analysts

*Remuneration:* Paid

*Type of internship:* Annual

*Dates:* Applications are available in September of every year.

*Website:* <http://www.fin.gc.ca/recruit/fininfo-eng.asp>

### **Natural Resources Canada (NRCan)**

*Position Title:* Policy Analyst Recruitment and Development Program

*Position Description:* They are looking to hire a select group of talented, creative, motivated Canadians who share a keen interest in public policy or economics. Our goal is to recruit recent Masters and Ph.D. graduates with excellent academic records from across Canada to strengthen departmental capacity in policy and economic analysis. All positions are located in the National Capital Region.

*Two Streams:*

- Economists - (candidates with educational background in economics, agricultural economics, forest economics or natural resource economics).
- Policy Analysts - (candidates with educational background in Economics, Public Administration, Resource Management, Environmental Studies or a related field of study)

*Application Process:* Candidates must have completed a Masters or Ph.D. degree by December 2008. Candidates graduating with a degree in Economics, Public Administration, Resource Management, Environmental Studies or a related field of study from a recognized university and an acceptable specialization in economics or statistics will be considered in preference to other candidates. Candidates who expect to complete their degree in 2008 should apply now.

We invite you to submit your application between September 10 and October 2, 2008 inclusively, on-line at <http://jobs-emplois.gc.ca/>

Please specify the stream (economist or policy analyst) for which you would like your application to be assessed. You can apply to both streams if you meet the requirements. It is important that you fill out all appropriate sections of the on-line form - an incomplete form will result in your application being rejected.

<http://www.nrcan.gc.ca/pardp-prpap/index-eng.php>

*Remuneration:* Participants will be hired at the ES-02 level and promoted to the ES-03 level within 12 months, subject to satisfactory performance. They should reach the ES-04 level at the end of the two-year program. Salary ranges are as follows:

- ES-02: \$46,854 to \$53,207 [salary under review]
- ES-03: \$55,163 to \$64,033 [salary under review]
- ES-04: \$66,011 to \$76,145 [salary under review]

Employee benefits available to federal employees include dental, and health care plans, vacation and sick leave.

### **Parliamentary Internship**

*Position Title:* Parliamentary Intern

*Organization Description:* The Parliament of Canada handles all federal governmental affairs.

*Position Description:* Each September, 10 young professionals from across the

country come to Ottawa to experience Parliament Hill from a different perspective (non-partisan viewpoint)

As participants in the Parliamentary Internship Program, interns work for Members of Parliament from both the Government and Opposition benches. They regularly meet with eminent Canadians through the Brown Bag Lunch series and have access to a wide range of journalists, members of the diplomatic community and representatives of Canada's public and private sectors.

*Requirements:* The competition is open to all Canadian citizens under 35 years who hold at least one university degree.

*Dates:* All components of the application must be mailed (or submitted electronically, in the case of online applications) no later than January 31, 2009 of the year of the intended internship.

*Website:* <http://www.pip-psp.org/>

## **Post-secondary Co-op/ Internship Program within the Public Service**

The Public Service continues to be the nation's largest single employer of students enrolled in Post-secondary Co-op/Internship Programs. Since 1990, the government has employed over 3,000 students each year under these programs. In partnership with participating academic institutions, the Public Service plays an important role in providing post-secondary students with the relevant and practical work experience they need to fulfill the requirements of their academic program.

The Public Service Commission of Canada (PSC) is responsible for approving co-op/internship programs from which managers in the Public Service may recruit students. Accordingly, the PSC has established approval criteria against which co-op/internship programs are assessed. These criteria seek to ensure that the programs approved by the PSC are those, which formally integrate, in a structured manner, academic learning with development, through work experiences.

Please note that the Public Service Commission of Canada does not maintain a listing of opportunities on its Web site. Federal organizations interested in hiring students for co-op/internship placements contact the educational institutions directly to place their request.

You must consult the notice boards at your campus career center or co-op/internship placement office for federal government placement opportunities.

You must be registered in a Co-op/Internship Program with your academic institution prior to applying for a federal government placement.  
Recruitment of Policy Leaders Program (RPL)

*Program description:* If you are interested in a career that will enable you to help shape public policy, check out the Recruitment of Policy Leaders (RPL) program. RPL is open to exceptional university graduates from all areas of study and takes into account aptitude and ability demonstrated through academic, volunteer and work experience. Middle- to senior-level positions are available.

*Dates:* Annual

*Remuneration:* Paid

*Website:* <http://jobs-emplois.gc.ca/rpl-rlp/index-eng.htm>

### **Canadian Senate**

Internship #1 - *Summer Intern*

*Requirements:*

- be a full-time student (secondary or post-secondary) in an accredited institution OR be returning to full-time studies for the next academic term
- be currently recognized as having full-time student status by the academic institution in which you are presently enrolled
- be the minimum age to work in the province where the job exists
- be a Canadian citizen or permanent resident

Please send your updated resume to [senemp@sen.parl.gc.ca](mailto:senemp@sen.parl.gc.ca), clearly indicating in the subject box Student Employment Program.

*Website:*

<http://www.parl.gc.ca/information/about/programs/SenStudents/SenStudents-e.htm>

Internship #2 - *Senate Page Program*

*Position Description:* Each year, fifteen university students from across Canada are selected to participate in the Senate Page Program. The Senate Pages are responsible for a wide variety of activities associated with the legislative process. Moreover, they are given a direct opportunity to further their knowledge of parliamentary affairs by exposure to the rich tradition of Canada's Parliamentary system and the Senate of Canada.

Senate Pages are enrolled as full-time undergraduate students in one of the four

universities in the National Capital Region. They are hired on a one-year contract with the possibility of renewal for a second year. Pages also have the opportunity of remaining for a third year if chosen as Chief or Deputy Chief Page.

The Senate Page Program provides a diverse and talented group of students the grand opportunity to enhance their understanding of the Senate of Canada. Under the direction of the Usher of the Black Rod, these leaders of tomorrow are given a remarkable opportunity to be leaders of today.

*Basic Requirements:*

To be eligible for the Page Program, candidates must:

- Be full-time students pursuing their first undergraduate degree in one of the four National Capital Region universities (Carleton University, Saint-Paul University, University of Ottawa and Université du Québec en Outaouais)
- Not have previous experience as a Page on Parliament Hill;
- Be able to communicate orally, at the advanced level, in both official languages;
- Be a Canadian citizen or a permanent resident

*An examination is designed to assess:*

- a) Knowledge of the organization of the Senate and Canadian Parliamentary Procedures
- b) Knowledge of the Standing Operating Procedures for a Senate Page
- c) Knowledge of current events

An interview will assess:

- The ability to communicate effectively and orally in the official language of his or her choice
- Effective interpersonal relationships, judgement, initiative, and reliability

The knowledge examination and the interview may take place at the Senate for those candidates who are in the National Capital Region. For candidates who are not from the region, the knowledge examination could be administered by a designated individual in their school or community and the interview may take place by video-conferencing. An information package will be sent to students whose candidacies have been retained.

*Dates/ How to apply:*

In order to be considered for the position of Page, candidates must ensure that

the following information is provided by November 27, 2009:

- A duly completed application form;
- A cover letter explaining how your experiences, personal qualities, and achievements make you the best candidate for the Senate Page Program; and
- A resume outlining your education, extracurricular and volunteering activities, interests, and employment
- As well, two confidential letters of recommendation will be required.
- Each letter must be sealed in an envelope by the referee in such a way that it cannot be opened undetected.

It is your responsibility to ensure that the referee conforms to this confidentiality requirement. Letters of recommendation may be written by teachers or administrators of an academic institution, former employers or by a non-family member who has supervised you in paid or volunteering activities of any kind. Referees must comment on your personal qualities (interpersonal relationships, judgment, initiative, reliability), experience and achievements as they relate to your suitability for the Senate Page position.

*Date:* The letters of recommendation must be received at the following address by January 4, 2010

*Contact:*

The Senate of Canada  
Human Resources Directorate  
Senate Page Program  
Parliament Buildings  
Ottawa, Ontario  
K1A 0A4

*Website:* <http://www.parl.gc.ca/information/about/programs/senpages/senpages-e.htm>

### **The Council of the Federation**

*Organization Description:* The Council of the Federation was created by Premiers because they believe it is important for provinces and territories to play a leadership role in revitalizing the Canadian federation and building a more constructive and cooperative federal system.

*Objectives:*

- Promote interprovincial-territorial cooperation and closer ties between members of the Council, to ultimately strengthen Canada;

- Foster meaningful relations between governments based on respect for the Constitution and recognition of the diversity within the federation;
- Show leadership on issues important to all Canadians.

*Position Description:* The Council of the Federation Youth Internship Program is aimed at encouraging young Canadians to more actively participate in public policy development, public service, government and political life. It provides young people with hands-on work experience and an opportunity to improve their understanding of how intergovernmental relations operate in the Canadian federation.

This paid internship is for a period of 12 months and is located in Ottawa. Applicants must be aged 25 and under, have graduated from an undergraduate or graduate program at a recognized university, and be legally able to work in Canada. Applicants must demonstrate an interest in Canadian politics and federalism, and be able to communicate in English and French.

*Website:* <http://www.councilofthefederation.ca/aboutcouncil/aboutcouncil.html>

*Contact:* Council of the Federation Secretariat  
Suite 630, 360 Albert Street  
Ottawa, Ontario K1R 7X7  
Phone: 613 563 4066  
Fax: 613 563 4068

Loretta O'Connor, Executive Director  
*E-mail:* [Loretta@councilofthefederation.ca](mailto:Loretta@councilofthefederation.ca)  
*Website:* <http://www.councilofthefederation.ca/aboutcouncil/aboutcouncil.html>

## **GOVERNMENTAL INTERNATIONAL**

### **UNITED NATIONS**

This website provides a complete list of all the internships provided by the United Nations: <http://www.un.org/esa/socdev/unyin/internships.htm>

### **Canadian Embassy in Washington**

*Job Title:* Intern

*Position Description:* The program is designed to provide students with an opportunity for involvement in governmental affairs, and to provide a general understanding of the Canada-U.S. bilateral relationship through the dynamics at work in the Embassy. There are several positions in the Embassy, for which we

screen applicants to match their particular academic and/or area interest. Currently, the Embassy is able to offer the following positions within Public Affairs: Academic Relations, Culture, and Press/Media.

There are frequently positions available in Trade, Environment, Energy and Congressional Relations.

All interns are retained on a non-remunerative basis and usually work 4 1/2 days per week. Because they offer unpaid internships, students are encouraged to apply for academic credit from their universities for the experience or a related research project.

*Eligibility:* The program is open to Canadian and American students at colleges and universities in Canada and the U.S.

To apply, send the following documents via fax to us at 202-682-7791:

- completed Application Form (contact us obtain a copy);
- an autobiographical sketch stating your goals/interests and why you are applying to our program;
- a resume;
- an unofficial academic transcript; and
- three letters of recommendation (academic/employment).

*Dates:*

- Deadline: Summer Semester 2009 (May - August) - March 1, 2009
- Deadline: Fall Semester 2009 (September - December) - July 2, 2009
- Deadline: Spring Semester 2010 (January - May) - November 1, 2009

*Contact:*

Mrs. Ingrid S. Summa  
Internship Coordinator  
Canadian Embassy  
501 Pennsylvania Ave., N.W.  
Washington, D.C. 20001

*Website:* [http://www.canadainternational.gc.ca/washington/offices-bureaux/intern\\_stages.aspx?lang=eng](http://www.canadainternational.gc.ca/washington/offices-bureaux/intern_stages.aspx?lang=eng)

### **Canadian International Development Agency**

*Position Description:* The International Youth Internship Program (IYIP) is a

program for Canadian graduates (ages 19 to 30 inclusive), part of the Career Focus stream of the Government of Canada's Youth Employment Strategy (YES). Canada's YES provides Canadian youth with tools and experience they need to launch successful careers.

Selected Canadian partners work with overseas partner organizations to design, deliver and monitor internships supporting local development projects that reflect CIDA's Global Issues. Interns are recruited by the CPOs to carry out the development-related activities identified in a work plan established by all parties. When interns return to Canada, they take part in outreach activities organized by the CPOs to share their experience and insights on development issues. Canadian partners assist their interns in seeking employment opportunities in their field of study.

*Remuneration:* CIDA allocates up to \$15,000 per internship to Canadian partner organizations.

*Requirements:*

To be eligible for the International Youth Internship Program, an intern must be:

- A Canadian citizen or permanent resident;
- a post-secondary graduate - graduate of a degree or diploma program from a university, college, post-secondary school of technology, post-secondary institute or a CEGEP
- Out of school;
- between the ages of 19 and 30;
- Unemployed or underemployed;
- Legally entitled to work in Canada.

*Application Process:*

Canadian partner organizations do their own recruiting for the International Youth Internship Program. Interns interested in applying should therefore consult the websites of the Canadian partner organizations.

*Contact:*

*By email:* [psij-iyip@acdi-cida.gc.ca/info@acdi-cida.gc.ca](mailto:psij-iyip@acdi-cida.gc.ca/info@acdi-cida.gc.ca)

*Website:* <http://www.acdi-cida.gc.ca/CIDAWEB/acdicida.nsf/En/JUD-330132840-NHG#a1>

Canadian International Development Agency  
200 Promenade du Portage  
Gatineau, Quebec

K1A 0G4

Tel: (819) 997-5006

Toll free: 1-800-230-6349

Fax: (819) 953-2845

## **International Institute for Sustainable Development**

*Organization Description:* IISD is in the business of promoting change towards sustainable development. As a policy research institute dedicated to effective communication of our findings, we engage decision-makers in government, business, NGOs and other sectors in the development and implementation of policies that are simultaneously beneficial to the global economy, the global environment and to social well-being. In the pursuit of sustainable development, we promote open and effective international negotiation processes. And we believe fervently in the importance of building our own institutional capacity while helping our partner organizations in the developing world to excel.

*Program description:* The goal of IISD's diverse internship programming is to provide young Canadian professionals with the knowledge, skills, resources and experience necessary to advance sustainable development and good governance, and to champion information and communications technologies for development (ICT4D). Since 1997, IISD has placed nearly 400 interns with dozens of leading organizations in almost 50 countries developed and developing. Our interns have worked everywhere from the pristine and vast lands of the Arctic to the culturally rich and tropical forests of East Africa!

IISD internships not only help young professionals develop the skills needed for an international career, they also foster the development of leadership and global citizenship supporting young Canadians who want to become effective agents of change, at home and abroad.

IISD has these internships to offer:

*Internship 1:* Young Canadian Leaders for a Sustainable Future (YCLSF) - IISD's most established internship program sends young Canadians to a wide range of organizations around the world.

*Program Description:* The Young Canadian Leaders for a Sustainable Future (YCLSF) program is undertaken within the Government of Canada's Youth Employment Strategy, with a contribution for the Canadian International Development Agency (CIDA). IISD has provided more than 300 young Canadians with international internships since 1997.

IISD's goal in this program is to provide young professionals with the substantive knowledge, communications skills, resources and practical experience necessary to develop international sustainable development policies and to become effective agents of change. This program will give young Canadian leaders the skills and opportunities to shape their world. The program includes a two-week training session in Winnipeg on building sustainable futures, a six- to eight-month international work placement and a one-week career enhancement session in Winnipeg after completing the placement.

Contact: International Institute for Sustainable Development  
161 Portage Avenue East, 6th Floor  
Winnipeg, MB  
Canada R3B 0Y4  
Tel.: (204) 958-7700  
Fax: (204) 958-7710  
E-mail: [intern-info@iisd.ca](mailto:intern-info@iisd.ca)

### **Emerging Leaders for Governance and Communication (ELGC)**

*Organization Description:* The ELGC program promotes improved governance in developing countries through the use of information and communications technologies (ICTs).

*Website:* <http://www.iisd.org/interns/>

### **The Coady International Institute**

*Organization description:* Established by St. Francis Xavier University in 1959, and named for Rev. Dr. Moses Coady, the Coady Institute works with innovative people and organizations to create effective and practical solutions to reduce global poverty and injustice. Coady accomplishes this through education, action partnerships, and initiatives to help young Canadians become active global citizens.

*Position Description:* Since 1997, the Coady International Institute's Youth In Partnership Program has given recent Canadian university graduates experience working with development organizations in their area of expertise, to help them increase their understanding of development issues and participate in their roles as global citizens. The program is also aimed at providing experience that will improve participants' employment opportunities when they return from their internship.

The youth associates work for six-months with one of the Coady International Institute's partners in Asia, Africa, the Middle East, Latin America and the

Caribbean. Youth associates who go to Rwanda and Botswana are placed with Xtending Hope partner NGOs whose work focuses on issues related to HIV and AIDS.

*Requirements:*

- applicants are under 30 years of age;
- have graduated or be about to graduate from a university or college program;
- be unemployed or underemployed;
- never have previously participated in a program funded by Coda's Youth Employment Strategy (YES)

*Website:* <http://coady.stfx.ca/youth/apply/>

**The Consulate General of Canada in San Francisco**

*Organization Description:* The Consulate General of Canada in San Francisco, Silicon Valley, and its new Consulate in Palo Alto are part of the network of Canadian Government representation in the United States, which includes 22 Canadian offices and the Canadian Embassy in Washington D.C. The Consulate General of Canada in San Francisco, Silicon Valley focuses on three main areas of business: trade and investment, political economic relations and public affairs, which includes the promotion of Canada-California collaborations, academic relations, political outreach and cultural activities; and consular affairs, which provides assistance services to Canadians living and traveling in the territory.

*Position Description:* The program is designed to provide students and recent graduates with an opportunity for involvement in Political/Economic and Public Affairs, and to provide a general understanding of the Canada-U.S. bilateral relationship through the dynamics at work in the Consulate General of Canada.

*Type of internship:* 3x a year: Fall, Winter, Spring, and Summer

*Remuneration:* The Consulate General retains paid full-time interns with a minimum wage stipend. Full time Interns usually work 37.5 hours per week for one term. For the winter session, the term runs January 7, 2009 to March 31, 2009. Students are encouraged to apply for academic credit from their universities for the experience or a related research project.

*Requirements:* The program is open to recent graduates (undergraduate or graduate level) or students of a recognized post-secondary institution. Applicants for the paid internship must be eligible to work in the United States. Previous international work experience and knowledge of French is also considered an asset.

To apply, send the following documents via e-mail to: [sfran-gr@international.gc.ca](mailto:sfran-gr@international.gc.ca):

- A cover letter and resume;
- An unofficial or official academic transcript; and
- Name and contact information for three references (academic or employment)

\*\*Applicants selected will be contacted for an interview.

*Dates:* Deadline for the winter 2009 internship: December 15, 2008.

*Contact:*

Public Affairs Section - Consulate General of Canada in San Francisco

(415) 834-4351

Email: [sfran-gr@international.gc.ca](mailto:sfran-gr@international.gc.ca)

*Website:* [www.sanfrancisco.gc.ca](http://www.sanfrancisco.gc.ca)

\*The Canadian government also offers numerous embassy internships throughout the world. For more information on this, contact:  
Permanent Mission/Canadian Embassy Internships  
Non-remunerative internships are offered at the Permanent Mission of Canada to the OAS, under the Canadian Embassy's Internship Program. For further information on this program, please contact Ms. Ingrid Summa by phone at (202) 682-1740 ext. 7530, or by e-mail [atingrid.summa@dfait-maeci.gc.ca](mailto:atingrid.summa@dfait-maeci.gc.ca)

### **The International Energy Agency (IEA)**

*Organization Description:* The IEA is an intergovernmental organization, which acts as energy policy advisor to 28 member countries in their effort to ensure reliable, affordable and clean energy for their citizens. Founded during the oil crisis of 1973-74, the IEA's initial role was to co-ordinate measures in times of oil supply emergencies. As energy markets have changed, so has the IEA. Its mandate has broadened to incorporate the Three Es of balanced energy policymaking: energy security, economic development and environmental protection.

Current work focuses on climate change policies, market reform, energy technology collaboration and outreach to the rest of the world, especially major consumers and producers of energy like China, India, Russia and the OPEC countries.

With a staff of around 190, mainly energy experts and statisticians from its 28

member countries, the IEA conducts a broad program of energy research, data compilation, publications and public dissemination of the latest energy policy analysis and recommendations on good practices.

### **The Organization for Economic Cooperation and Development**

*Organization Description:* The Organization for Economic Cooperation and Development is an international multilateral organization composed of 30 member countries, representing approximately 55% of the world economy, and 20% of the world's population. Canada is a founding member of the OECD and is represented by a team that makes up the Canadian Delegation to the OECD.

The OECD provides comparative analysis and peer reviews, conducts public policy research and develops guidelines and international norms to guide economic and commercial activity.

Economic, social and political development of developing countries is one of the major concerns of the OECD. A number of OECD bodies address this issue. They are mainly grouped within the "Development Cluster" which the Development Assistance Committee (DAC) is a principal player in which the major bilateral donors work together to improve the effectiveness of their efforts to support development. This Cluster also includes Paris 21, the Sahel and West Africa Club, the Partnership for Democratic Governance and the Development Centre.

#### Internship #1

##### *Position Description:*

- to strengthen its analysis of all OECD work involving developing countries and emerging economies, the delegation is seeking an intern to:
- Develop a grid of OECD work with developing countries and emerging economies;
- Analyze the OECD's approaches to the coordination of development policies;
- Make recommendations to better articulate the work of the OECD with developing countries and emerging economies in line with Ottawa

##### Requirements:

- Ability to communicate clearly and effectively orally and in writing, in English and French.
- A degree (license or equivalent) in political science or economics.
- Experience using word processing, databases, spreadsheets, presentation software and the Internet.

- Ability to analyze situations or complex issues and make appropriate recommendations.

*Term of Internship:* for a period of 3 or more months, full time, in Paris (16th arrondissement)

*Dates:* Start date - April 2009 (or to be determined with the candidate)

\*Please send your resume and cover letter by email to Ashleigh Searle (Ashleigh.searle@international.gc.ca) by March 2nd.

## Internship #2

Only full-time students who can benefit from a Memorandum of Agreement between their releasing institution and the OECD can obtain an unpaid traineeship within the Organization. Areas of study must be directly related to the Organizations program of work.

These traineeships are for students who:

- are, in principle, nationals of an OECD member country
- are full time in the field of economy or in another discipline related to the work of the OECD (social affairs, trade, agriculture, development, education, employment, environment, finance, fiscal affairs and statistics, amongst others);
- have a memorandum of agreement established or to be established between the OECD and their university or institute of origin
- Master English or French and have the capability of drafting in one of these languages; a knowledge of the other language would definitely be an advantage, as would knowledge of other languages used at the OECD; and
- capable of working in a team in a multicultural and international environment.

Some examples of work entrusted to trainees:

- Participation in study preparation and documents in the fields relevant to the competence of the Directorate concerned.
- Documental research and analysis of existing work.
- Gather, organize and evaluate statistical information.
- Establish notes and participate in the drafting of reports.

*Are you interested?*

If you are interested in a traineeship at the Organization, and if you have the required profile, please contact directly the Directorates of your choice or those whose Program of Work corresponds to your studies via their Contact us e-mail

address available on the right-hand column of each Directorate's website.

The OECD attaches considerable importance to the recruitment of the highest quality professionals and to increasing mobility between Directorates. The Young Professionals Program is intended to promote the achievement of these goals.

It is a 2-year highly competitive program which attracts an average of more than 2 500 applications for seven positions.

### *Internship #3*

Who are the Young Professionals?

- University graduates of outstanding intellectual qualities and personal strengths
- for the last Young Professionals Program nationals from Mexico, Portugal, Japan, Hungary and Spain have been recruited.
- These Young Professionals hold mostly a Master or PhD in Economics, with a specialization in some OECD-relevant fields. In particular, they all have several years of professional experience and international exposure.
- they are fluent in at least of one of the two OECD official languages (English and French) and also in other languages, including excellent drafting skills in at least one of the two official languages acquired through studies or professional experience abroad.

### *Assignments:*

The area of a Young Professional's assignment is based on qualifications, personal preferences and institutional staffing needs. Work will be carried out in Paris, but occasional travel may be required.

- Take part in the preparation of studies and documents in areas dealt with by the Directorate concerned.
- Research for documentation and literature review.
- Collect, arrange and evaluate statistical data.
- Prepare notes and participate in the drafting of reports.
- Attend committee and working party meetings.

### *When does the next Program take place?*

The recruitment process typically follows the steps and timing below:

- A vacancy notice is scheduled for the end of 2008 on our website.
- Interviews are held and a decision is taken.
- Formal offer letters are sent out in due time.

What are the salary and benefits?

Salaries and benefits are designed to attract international staff of the highest caliber.

- Basic tax-free salary for these positions, (see our Salaries and Benefits page).
- Staff benefits include comprehensive health insurance, life insurance, and participation in the pension fund.
- Family allowances may be supplemented depending on personal circumstances (for further information please refer to our Salaries and Benefits page).
- Annual leave is 30 days per year.

*Who is it for?*

Candidates who are interested in the objectives of the OECD in promoting international policy co-operation, mature enough to understand the issues involved in international work, and possess the analytical and drafting skills that will enable them to contribute to policy-related studies; and who

- are nationals of one of the OECD's member countries;
- have an advanced university degree -- a PhD is a definite advantage;
- have a background in economics and/or another subject of relevance to the OECD's work, (agriculture, development, education, employment, environment, finance, taxation, enterprise affairs, social affairs, statistics and trade, among others);
- possess relevant work experience;
- have very good English or French, with good drafting skills in that language; knowledge of the other language would be a definite advantage, as well as knowledge of other languages;
- are team workers and able to work in an international environment.

*Application:*

- if you have the right profile and wish to apply, please check our list of vacancy notices to see when to apply for the next program.
- Use our on-line application form to apply and attach your CV in Word format to it before submitting. Paper applications and faxes are not accepted.
- Please note that, due to the high number of applications we receive, only retained candidates for tests and interview will be contacted.

## **OTHER INTERNATIONAL**

### **Charles G. Koch Summer Fellow Program**

Position Description: The Charles G. Koch Summer Fellow Program offers internships in public policy located in Washington, DC, and at state-based policy organizations across the country. In addition to the internship, the program includes:

- Career Workshops
- Seminars and Speakers
- \$1,500 Stipend
- Housing and Travel Costs

The program offers two tracks. Choose the one that most interests you or apply for placements in both:

- Public Policy Internships in Washington, DC
- Public Policy Internships at state-based organizations
- as one of 80 Koch Summer Fellows, you will have a unique opportunity to work with top policy experts, journalists, and academics. You will explore market-based solutions to critical social and economic problems and gain the skills necessary to effect policy change.
- Eight-week internship

*Eligibility:* Undergraduates, graduate students, and recent graduates between the ages of 18-30 are eligible to apply.

The sooner you apply for the Koch Summer Fellow Program, the more likely you will be placed at an internship in your specified area of interest, as summer internships in Washington, DC, are very competitive. To apply for the program, you will need to submit the following:

- Completed online application form
- Electronic or paper copy of your college transcript (unofficial copies, photocopies, and online transcripts are acceptable) with your name clearly printed on each document.
- submitting your transcript online is the preferred method, though we will accept it via mail if you do not have an electronic version. Do not send extraneous material (i.e., diplomas, certificates, or papers). These materials will not be considered.

*Contact:*

Charles G. Koch Summer Fellow Program  
Institute for Humane Studies  
3301 N Fairfax Dr, Ste 440  
Arlington, VA 22201

Website: <http://www.theihs.org/ContentDetails.aspx?id=1963>

## **Hansard Society Internships**

*Organization Description:* The Hansard Society is the UK's leading independent, non-partisan political research and education charity. We aim to strengthen parliamentary democracy and encourage greater public involvement in politics. At the heart of our work is the principle that civic society is most effective when its citizens are connected with the institutions and individuals who represent them in the democratic process.

*We inform decision makers and engage the public in politics by:*

- providing a platform for debate on current issues around Parliament, constitutional affairs, participation and engagement
- generating wide-reaching recommendations to improve parliamentary and legislative processes through timely and rigorous research
- pushing the boundaries of new technology and its abilities to engage the public with policy makers
- creating and promoting fresh and accessible resources to help teachers present the citizenship curriculum in an innovative and interesting way
- running training sessions for teachers and policy professionals to enable them to understand arrange of political issues and processes effectively
- bringing students from across the globe to study the British political system and to gain experience through internships in a wide variety of political organizations

The Hansard Society has a long tradition of supporting interns in beginning or further developing their political careers. Many that have worked for us have gone on to distinguished careers in a variety of sectors and organizations including the civil service and Parliament, public affairs consultancies, NGOs and charities, the media and some have attained permanent positions within the Hansard Society.

We really appreciate their immense efforts and hard work over the years and attempt to welcome all interns in the same way as any other member of staff. We feel we are able to provide a springboard into a political career through our broad network of contacts and wealth of experience of the political system.

*Position Description:* We have a number of internship opportunities available throughout the year working with different programs and issue areas - if there are current opportunities they will be listed on: [www.w4mp.org](http://www.w4mp.org).

We hope to give our interns as wide an experience of our area of work as

possible and some new challenges. If you don't believe us why not read some testimonies below.

[http://www.hansardsociety.org.uk/blogs/about\\_us/archive/2007/07/22/internships.aspx](http://www.hansardsociety.org.uk/blogs/about_us/archive/2007/07/22/internships.aspx)

## **Rights & Democracy**

*Organization Description:* Rights & Democracy (International Centre for Human Rights and Democratic Development), is a non-partisan organization with an international mandate. It was created by Canada's Parliament in 1988 to encourage and support the universal values of human rights and the promotion of democratic institutions and practices around the world. Rights & Democracy works with individuals, organizations and governments in Canada and abroad to promote the human and democratic rights defined in the United Nations' International Bill of Human Rights. Although its mandate is wide-ranging, Rights & Democracy currently focuses on four themes: Democratic Development, Economic and Social Rights, Indigenous Peoples Rights, and Women's Rights.

*It also has four Special Initiatives:* Urgent Action/Important Opportunities, which responds to human rights crises and seizes important opportunities as they arise; International Human Rights Advocacy, to enhance the work of human rights advocates, in Canada and internationally, in the effective use of regional and international human rights mechanisms of the United Nations and regional human rights systems; Human Rights and Security, which monitors the impact of "anti-terrorist" legislation and other security measures on civil liberties and human rights in Canada and abroad; and Human Rights and Democratic Awareness in Canada, which initiates and supports the activities of Canadian individuals and groups relating to human rights and democratic development around the world.

*Position Description:* Rights & Democracy is offering an internship in the field of human rights and democratic development to young professionals aged 30 years and under who have completed their studies and are interested in gaining work experience abroad. This is an eight-month youth internship, based in Mali, with the Special Rapporteur of the African commission of human and peoples Right on the Rights of Women.

*Dates:* Internship begins in October.

*Remuneration:* The internship is not paid, but the participant receives a living allowance of \$1,500.00/month. Rights & Democracy will also pay for travel expenses and health insurance.

*Requirements:*

- Canadian citizenship or permanent resident status;
- 30 years old or under;
- University degree in a related field;
- Availability to work on a full time basis;
- genuine interest in an international career.

*Competencies sought:*

- University degree, preferably in law, international relations, international development or a related field (specifying its pertinence);
- A specialization in gender equality, the gender perspective or the role of women in development;
- Comprehensive knowledge and exposure to human rights issues;
- Very good knowledge of regional institutions, in particular the African Union system and its institutional mandate;
- Good knowledge of the regional human rights mechanisms related to women's human rights;
- Good analytical and research skills and sound political judgment;
- Strong communication skills excellent drafting skills and ability to communicate effectively orally, in both official languages;
- Strong interpersonal skills and proven ability to work in a multicultural environment with sensitivity and respect for diversity;
- Ability to plan, organize and adapt one's own work;
- Ability to work under pressure;
- Ability to work in a computerized environment, using search engines, email and Internet;
- Fluency in oral and written English and French.
- where candidates have equal qualifications, priority will be given to women.

*How to Apply:* All persons interested in applying for the internship are invited to e-mail: a completed application form (Word document), along with a one-page cover letter explaining their reasons for applying for the internship, their curriculum vitae and, if applicable, their references, to:

*Contact:*

Anne-Marie Lavoie  
Rights & Democracy  
amlavoie@dd-rd.ca

*Website:* [http://www.dd-rd.ca/site/who we are/index.php?subsection=internship](http://www.dd-rd.ca/site/who_we_are/index.php?subsection=internship)

**CDS International**

*Organization Description:* CDS International is a nonprofit organization that supports intercultural understanding through professional development programs in Argentina, Germany, Russia, Spain, and the United States. Our programs include international internships, professional fellowships, State Department public diplomacy initiatives, J-1 visa services, work-study programs, and study tours. We have over 40 years of experience working with participants from more than 80 countries.

*Position Description:* The Memorial German Internship Program - German State Parliaments (EMGIP) is a fellowship program that provides U.S. and Canadian students with internships at a German state parliament (Landtag). Internships afford students an excellent opportunity to gain government work experience, improve their German language skills, and learn about German culture firsthand. EMGIP is ideal for students planning on pursuing careers at a regional level of government in the U.S. or Canada, or who have an interest in a specific policy issue such as the environment, education and / or healthcare.

Requirements:

Eligibility requirements:

- U.S. or Canadian citizen
- Undergraduate and graduate students enrolled at accredited American or Canadian colleges and universities may apply. U.S. citizens graduating from an accredited U.S. college or university is also eligible (internships must begin within 3 months of graduation)
- 18-30 years of age
- High-intermediate German skills (oral and written). Candidates must be able and willing to communicate in German and possess a good command of professional vocabulary in their field.
- Minimum of two years of university level studies in a field related to one of the following: International Relations, Public Administration, Political Science, Law, Economics, European Studies with an emphasis on Germany, German or German Studies, with a minor in one of the fields listed here
- some relevant work experience (e.g. internship, volunteer work, summer job). It is important that a candidate knows how to adjust to a professional environment and how to use theoretical skills in the workplace.

*Type of Internship:* EMGIP runs three times a year Ñ fall, spring, and early summer for one to three months, depending on elections, holiday schedules and state offices preferences. While participants have some flexibility as to when they would like to do their internship, late summer, and the winter holiday season are not feasible.

*Remuneration:* Monthly stipends of up to EUR 500 for U.S. citizens (Please Note: Monthly stipends for Canadian citizens cannot be guaranteed this is dependent on the Landtag)

*Dates:*

- October 1, 2009 for Spring 2010
- December 1, 2009 for early Summer 2010
- March 31, 2010 for Fall 2010

EMGIP is administered in cooperation with our partner organization, InWEnt: Capacity Building International, based in Bonn, Germany.

Website: [http://www.cdsintl.org/fellowshipsabroad/emgip\\_eligibility.php](http://www.cdsintl.org/fellowshipsabroad/emgip_eligibility.php)

### **Global Policy Forum**

*Organization Description:* Global Policy Forum is an independent policy watchdog that monitors the work of the United Nations and scrutinizes global policymaking. GPF works particularly on the UN Security Council, the food and hunger crisis, and the global economy. We promote accountability and citizen participation in decisions on peace and security, social justice and international law.

GPF gathers information and circulates it through a comprehensive and heavily-visited website, as well as through frequent media interviews. We play an active role in NGO networks and other advocacy arenas. We organize meetings and conferences and we publish original research and policy papers.

GPF analyzes deep and persistent structures of power and dissects rapidly emerging issues and crises. GPF's work challenges mainstream thinking and questions conventional wisdom. We seek egalitarian, cooperative, peaceful and sustainable solutions to the world's great problems.

*Position Description:* Global Policy Forum welcomes applications for internships. We encourage qualified undergraduates to apply, as well as graduate students and those between degrees. We welcome students who have studied the United Nations and international organizations, but we consider specialized academic training less important than dedication to GPF's goals, intelligence and enthusiasm for learning.

GPF is looking for applicants who are students of Political Science, International Relations, International Law, Political Economy or International Public Policy Studies. We especially encourage applications from those with broad

international travel and work experience and those with a progressive, egalitarian and global outlook.

*Intern Responsibilities:*

GPF interns are involved in an intensive process of learning and observing, which enriches their knowledge of international affairs, the UN, non governmental organizations, GPF, and the many issues we work on.

Each intern specializes in one or more well-defined areas, known at GPF as "portfolios." There are a number of such portfolios -- Security Council, Iraq, Empire?, Social and Economic Policy, NGOs, UN Reform, International Justice, UN Finance, Nations & States, and Globalization.

While interns have a variety of different opportunities and experiences, they have a primary responsibility for development of the GPF website in their portfolio area(s). They devote the majority of their time to this activity, in which they function somewhat like the editor of a magazine or newspaper -- finding, selecting and posting information to the site. This is an intense learning experience, involving web research, blurb writing, CMS and HTML. Interns also gain deeper knowledge and understanding of the UN, global policy and GPF's priorities.

*Type of internship:* 3x a year, unpaid

*Dates:*

*Summer Team -- May-August*

(firm application deadline February 1st)

*Fall Team -- August - December*

(advise applications by May 1st)

*Spring Team -- January - May*

(advise applications by October 1st)

*Application Requirements:*

- Cover Letter- describe why you are interested in interning with GPF and what special skills or experience you have that would fit with GPF's programs
- Availability - a page describing the proposed starting and ending dates of your internship, the number of hours per week you would be available, the exact days and hours you would be available (if other than standard 9-5:30 work week), and whether your internship will be contingent on your obtaining funds such as competitive scholarships

- Resume - a resume showing academic accomplishments, work experience, language studies, volunteer experience etc. Please include email address.
- References - the names, phone numbers, and email addresses of two references (one academic and one work-related preferred). Please include the title and organization of the referees and a few words indicating the context of your work with them.
- Writing Sample - a piece of writing, for example a course paper, an article written for a school news paper, or some other essay showing your writing skills and personal thinking on a topic relevant to GPF's work. (for example something related to the UN, international peace, international development etc.). (maximum 5 pages/2000 words)
- Countries visited - a list of the countries you have visited, with a star next to each country where you have stayed for two months or more. (Be sure to describe in your application all major international experiences, such as study or work.)
- Interview - information about whether you would be available for an interview in New York. If you are living at a great distance, please add information on how we can reach you by phone for the interview. We prefer to meet candidates in person, but we interview many candidates by phone.

*Website for more information:* <http://www.globalpolicy.org/internships-mm.html>

### **Commission of the European Union**

*Organization Description:* The European Commission embodies and upholds the general interest of the Union and is the driving force in the Union's institutional system. Its four main roles are to propose legislation to Parliament and the Council, to administer and implement Community policies, to enforce Community law (jointly with the Court of Justice) and to negotiate international agreements, mainly those relating to trade and cooperation.

The main features of the Commission's web site are:

- the latest official press releases, photos and live TV coverage of EU affairs
- details of forthcoming events
- links to the policies administered and implemented by the Commission
- the possibility of influencing the decision-making process
- easy access to its organization (meetings, work program, contacts...)
- direct links to its key information services

*Position Description:* The aims of the official in-service training with the Commission of the European Union are:

- to provide young university graduates with a unique, first-hand experience of the workings of the European Commission in particular, and of the EU institutions in general. The training also aims to provide an understanding of the objectives and goals of the EU integration processes and policies;
- to give trainees an opportunity to acquire practical experience and knowledge of the day-to-day work of the Commission Departments and Services. They will have an opportunity to work in a multicultural, multilingual and multiethnic environment, contributing to the development of mutual understanding, trust and tolerance. European integration will be promoted within the spirit of new governance and through active participation - creating an awareness of true European citizenship;
- to give young university graduates the opportunity to put into practice knowledge acquired during their studies, particularly in their specific areas of competence. To introduce these graduates to the professional world and its constraints, duties and opportunities.

The European Commission, through its official traineeships scheme:

- benefits from the input of young enthusiastic graduates, who can give a fresh point of view and up-to-date academic knowledge, enriching the everyday work of the European Commission;
- creates a pool of young people with first-hand experience of and trained in European Commission procedures, who will be better prepared to collaborate and co-operate with the European Commission in the future;
- creates long-term "goodwill ambassadors" for European ideas and values, both within the European Union and outside.

Website: [http://ec.europa.eu/stages/information/traineeship\\_en.htm#Infotab1](http://ec.europa.eu/stages/information/traineeship_en.htm#Infotab1)

### **Taking IT Global**

*Organization Description:* They enable a collaborative learning community, which provides youth with access to global opportunities, cross-cultural connections and meaningful participation in decision-making. Some of which include:

- Global online social network and hub for civic participation
- Content & tools for educators to facilitate rich, interactive learning experiences
- Outreach & Collaboration tools for events, networks, campaigns, and causes
- Research, development, and sharing of best practices on youth engagement
- Facilitated learning experiences through workshops, webinars, and e-courses

*Position Description:* TIG has an online listing of internships available across the world.

*Website:* <http://www.tigweb.org/resources/opps/>

## **NON-GOVERMENTAL ORGANIZATIONS (NGO)**

### **CACHA (Canada-Africa Community Health Alliance / Alliance de Sant (Communautaire Canada-Afrique)**

*Organization Description:* Canada Africa Community Health Alliance (CACHA) was founded in 2001. During the "Jeux de la Francophonie", The University of Ottawa Health Services had the privilege to host the designated medical care facility for athletes and their physicians. Dr. Kilby, UOHS Medical Director, met daily with African care providers to discuss a diversity of issues regarding the provision of health care in remote African communities.

*Position Description:* In collaboration with the Chair and other members of the Board of Directors and the Executive Director, leads the development, implementation and monitoring of CACHA policy to support achievement of Cache's vision, mission, values and objectives.

- Working with the Board of Directors and the Executive Director, creates and maintains a coherent and comprehensive policy framework for CACHA;
- Establishes, with the approval of the Board of Directors, CACHA's policy development and approval process and ensures that the process is implemented as approved;
- Regularly reviews policies to ensure their continued relevance, effectiveness and compliance with applicable government laws and regulations;

- In support of the Chair and the Board of Directors, advises on the interpretation of CACHA policy and the development of new policy;
- Identifies policy gaps, assesses the risks to CACHA, and prioritizes (for approval by the Board of Directors) the creation of new and the renewal of existing policies;
- Manages and provides on-going guidance to the work of policy development teams;
- Seeks Board of Directors and, where required by CACHA's policy approval process, general CACHA membership approval for all proposed new and to-be-renewed policies;
- Monitors the implementation of CACHA policies and takes measures to correct misapplications or misunderstandings, including working with Marketing and Communications to improve institutional knowledge and understanding of policies;
- Maintains close contact with other lead-volunteers (e.g., missions, volunteer services, fundraising, donor relations, member relations, marketing and communications) and the Executive Director to ensure that policy elements are consistently integrated into their work;
- Maintains the official record of all CACHA policies and their approval by the Board of Directors and, where required by the policy approval process, the CACHA general membership;
- Provides regular reports on policy activities and results to the Board of Directors.

### **The Institute of Cultural Affairs International (ICAI)**

*Position Title:* Capacity Building Intern

*Organization Description:* The Institute of Cultural Affairs International (ICAI) is an international organization that was founded in 1977. The mission of ICAI is to advocate for and actualize the fundamental right of all peoples to define and shape their own futures, in order to realize sustainable, just solutions to human challenges. This mission is achieved through a participatory approach that places culture at the centre of the development process.

The organization encompasses a network of national, autonomous member organizations in 31 countries, and includes a small secretariat office in Montreal, Canada. The mandate of the international secretariat is to support national ICAs by overseeing global priority programs, undertaking research on key and emerging issues, participating in policy dialogues at the national and international level, and enabling national ICAI organizational development. ICAI is an NGO in Special Consultative Status with the United Nations Economic and Social Council, and works collaboratively with UN agencies, governments, academics,

and other NGOs.

*Position Description:* Under the supervision of the Director of Programs, the intern will provide support to ICA member organizations around the world. The terms of reference will be established with the intern at the beginning of the internship. Specific duties may include: supporting national ICAs in the drafting and editing of project documents and the identification of suitable donors for development projects; documenting field experience in ICA program areas such as HIV & AIDS, sustainability in forests and agriculture, and women's empowerment; researching best Advancing Human Development Page 2 of 2 practices in monitoring and evaluation; supporting analysis of organizational assessments; supporting the implementation of strategic capacity building plans for national organizations in select countries.

*Dates:* beginning May 2009 ending early August, 2009.

Requirements:

- *Coursework in development studies, monitoring and evaluation*
- *Flexibility and an ability to work independently with minimal supervision*
- *excellent organizational, communication and interpersonal skills*
- *Proficiency with Office suite*
- *Cross-cultural communication skills*
- *overseas experience or volunteer experience with local community development*
- *Experience in writing and/or editing*
- *Language proficiency in French an asset*
- *Ability to conduct outreach to international members and general public*
- *Commitment to social justice and the mission of ICAI*

*Remuneration:* The internship is unpaid

*How to Apply:*

Applicants must submit a cover letter and CV to Michael Watson  
mwatson@ica-international.org  
(514) 875-7111

*Websites:*

<http://www.amnesty.ca/jobs/>

<http://bbnc.cciorg.ca/NetCommunity/Page.aspx?pid=438>

<http://www.wango.org/default.aspx>

## **THINK TANKS**

### **Atlantic Institute for Market Studies**

*Job Title:* Summer Policy Intern

*Organization description:* AIMS is a Canadian, federally incorporated, non-profit, non-partisan organization. AIMS is a distinctive Atlantic Canadian voice on public policy regionally, nationally and internationally.

*Position description:* Internships are intended to introduce bright and innovative final-year undergraduate or graduate students to the policy making process, involve them in the important questions and issues of the day, and to give them a chance to make a tangible and worthwhile contribution to the work of the Institute. Applications are welcome from a wide range of disciplines including economics, public policy, commerce and business administration, law, history, political science, etc.

*Type of internship:* ongoing, depending on funding.

*Remuneration:* paid

*Dates:* Beginning of May, applications recommended in January.

*Contact:* Operations Manager  
Atlantic Institute for Market Studies  
2000 Barrington Street, Suite 1302  
Cogswell Tower  
Halifax NS B3J 3K1

*Website:* <http://www.aims.ca/aboutaims.asp?cmPageID=88>

### **The C.D. Howe Institute**

*Organization description:* The C.D. Howe Institute is a national, nonpartisan, nonprofit organization that aims to improve Canadians' standard of living by fostering sound economic and social policy. Since its inception in 1958, the Institute has stayed on the forefront of public policy debates in Canada, providing clear, innovative thinking about the nation's challenges. Its life span has been marked by strong public policy leadership, timely research initiatives, and a reputation for producing independent, reasoned and relevant research.

*Position description:* The C.D. Howe Institute provides internships throughout the year depending on funding. When available, they advertise on their website, and through career centers across universities. However, they do accept resumes on a regular basis and contact applicants upon positions becoming available.

*Type of Internship:* Ongoing  
*Remuneration:* Paid

*Contact Information:*

67 Yonge Street, Suite 300 - Toronto, Ontario - M5E 1J8  
Tel.: (416) 865-1904; Fax: (416) 865-1866  
cdhowe@cdhowe.org  
*Website:* <http://www.cdhowe.org/index.cfm>

### **The Asia Pacific Foundation of Canada**

*Organization description:* This think tank was created by an Act of Parliament in 1984, is an independent, not-for-profit organization on Canada's relations with Asia. The Foundation functions as a knowledge broker, bringing together people and knowledge to provide current and comprehensive research, analysis and information on Canada's transpacific relations. It promotes dialogue on economic, security, political and social issues, fostering informed decision-making in the Canadian public, private and non-governmental sectors. The Foundation also provides grants to support policy research and informed discussion on Canada's relations with Asia.

*Position description:* Asia Pacific does not have an internship program, but does treat inquiries on a case-by-case basis depending on positions available. They encouraged applicants to send their inquiries to [researchgrants@asiapacific.ca](mailto:researchgrants@asiapacific.ca) and applicants will be notified if a position becomes available.

*Type of Internship:* Ongoing  
*Remuneration:* Paid

*Contact Information:*

Asia Pacific Foundation of Canada  
Suite 220, 890 West Pender Street  
Vancouver, BC  
Canada V6C 1J9  
*Website:* <http://www.asiapacific.ca/>

### **Centre for International Governance Innovation:**

*Organization Description:* The Centre for International Governance Innovation (CIGI) is an international think tank founded in 2002. CIGI's main purpose is to address international governance challenges through world-class research. CIGI strives to identify and generate ideas for global change by studying, advising and networking with scholars, practitioners and governments on the character and

desired reforms to multilateral governance issues. Through conferences, workshops, publications, public events and technology, CIGI aims to raise capacity to effect change in public policy both in Canada and around the world.

*Position description:* Internships are usually external where companies and schools directly contact the institute to place their interns. One such internship is through the Hertie School in Germany, a 6-week placement, as well as other internships offered by the AUCC (Association of Universities and Colleges of Canada: [www.aucc.ca](http://www.aucc.ca)). Students from the Laurier school of Business are also known to acquire internships at CIGI. However, everyone is encouraged to send in resumes as when opportunities arise, the institute hires directly from the resumes they receive.

*Type of Internship:* Ongoing

*Remuneration:* Paid

*Contact Information:*

Lisa Schaefer

57 Erb St. W.,

Waterloo, ON

Canada, N2L 6C2

1-519-885-2444

*Website:* <http://www.cigionline.org/>

### **Canadian International Council**

*Organization Information:* The CIC is a non-partisan, nationwide council established to strengthen Canada's role in international affairs. It aims to advance research and dialogue on international affairs issues by supporting a Canadian foreign policy network that crosses academic disciplines, policy areas and economic sectors. CIC's branches promote national foreign policy dialogue by presenting speakers, seminars, roundtable discussions and study groups to interested Canadians.

*Position Description:* CIC does not advertise positions, but has internships available from time to time. CIC receives a regular flow of resumes and applications and when a position becomes available, contacts applicants whom they have on file and meet their application requirements.

*Type of position:* Ongoing

*Remuneration:* Paid

*Dates:* Ongoing

*Contact Information:*

Canadian International Council / Conseil International du Canada  
45 Willcocks Street, Box 210  
Toronto Ontario M5S 1C7  
Tel: 416-946-7209  
Fax: 416-946-7319  
mailbox@canadianinternationalcouncil.org  
Website: <http://www.canadianinternationalcouncil.org/>

### **The Canadian Foundation for the Americas (FOCAL)**

*Position Title:* FOCAL Internship Program

*Organization Description:* The Canadian Foundation for the Americas (FOCAL) is an independent, non-partisan think tank dedicated to strengthening Canadian relations with Latin America and the Caribbean through policy dialogue and analysis. By providing key stakeholders with solutions-oriented research on social, political and economic issues, we strive to create new partnerships and policy options throughout the Western Hemisphere. FOCAL promotes good governance, economic prosperity and social justice, basing our work on principles of intellectual integrity, racial diversity and gender equality.

*Position Description:* The Internship Program provides an opportunity for university students and/or recent graduates to gain practical work experience in these areas, in preparation for careers in international relations, international development, diplomacy, public administration and policy analysis. While most internships are unpaid, the highly motivated FOCAL intern can anticipate the following enhancement of his/her professional development portfolio (this list is not exhaustive):

Interns will have the opportunity to work closely with project managers and the Executive Director in the implementation of FOCAL's research and work programs that span the following policy areas:

- *Poverty and Inequality*
- *Labour Mobility and Development*
- *Health and Education*
- *Inter-American Affairs*
- *Governance and Democracy*
- *Research Forum on Cuba*

*Dates:*

- summer applications are posted in the spring
- fall applications are posted during the summer

- winter - applications are posted in the fall

*Type of Internship:* Part time, Volunteer, Three times a year

*How to Apply:* Please review the job description and submit a cover letter and CV that addresses the requirements, a brief writing sample (2-3 pages) and a letter of recommendation to the project manager who is recruiting for the intern. Please indicate the name of the internship in the subject heading. Deadlines for internships vary, so please check the job description before sending in your application.

*Website:* [http://www.focal.ca/home\\_e.asp](http://www.focal.ca/home_e.asp)

### **Canada West Foundation**

*Organization Description:* The Canada West foundation is a leading source of strategic insight, conducting and communicating non-partisan economic and public policy research of importance to the four western provinces and all Canadians. Their mandate is to explore public policy issues of particular interest to western Canadians, to test national policies against regional aspirations and to ensure an effective regional voice in national policy discussions and the national political process.

*Position Description:* The Canada West Foundation Student Internship Program seeks out top post-secondary students and recent post-secondary graduates to help expand the Foundation's research capacity and to provide interns with experience conducting public policy research and engaging citizens in the public policy process.

Internships are four months in duration, are paid positions, take place in Calgary, and are open to students attending Canadian post-secondary institutions and recent graduates of Canadian post-secondary institutions. (Recent graduates must have been registered as full-time students at a post-secondary institution within 18 months of the application deadline and have a degree from a Canadian post-secondary institution.) PLEASE NOTE: Some internships are restricted to current or continuing students. Eligibility restrictions are outlined in the specific internship postings.

*Type:* The number of internships available depends on the availability of funding and the nature of ongoing Canada West Foundation projects.

*Remuneration:* Interns are paid an hourly wage in keeping with their skills and

experience. Moving costs, accommodation, etc. are not covered by the program.  
*Dates:* Internships take place in three terms: January-April, May-August, and September-December.

*Website:* [http://www.cwf.ca/V2/cnt/about\\_employment.php](http://www.cwf.ca/V2/cnt/about_employment.php)

For a complete list of think tanks around the world refer to this website:  
<http://www.saigonbao.com/thinktanks/thinktanks.htm>.

### **The Fraser Institute**

*Organization Description:* The Fraser Institute is an independent non-partisan research and educational organization based in Canada. They are an independent international research and educational organization with offices in Canada and the United States and active research ties with similar independent organizations in more than 70 countries around the world.

*Position Description:* The Internship Program offers university students and recent graduates the unique opportunity to join the Institute for training as junior policy analysts.

#### *Intern Duties:*

- Research, write, and edit under the direction of an Institute policy analyst.
- Contribute to a study intended for publication.
- Take part in policy briefings and a weekly discussion club.
- Write research articles.
- Meet visitors to the Institute and assisting with local Institute events.

Type of internship: Runs three times a year - winter, summer, and fall.

#### *Eligibility:*

- Enrolled in, or recent graduate of, an undergraduate or graduate level university program.
- Proficient in English, both written and oral.
- Basic computer skills including word processing, spreadsheet programs and Internet research.

*Remuneration:* Stipend of \$2,000 per month paid in semi-monthly installments (\$2,500 for those who have completed a graduate degree).

#### *Application Process:*

- You can apply online, by mail, or by email.

- Applications must be received by the application deadline and should include a resume, cover letter and writing sample. We are not able to return these materials.
- The intern projects described may be subject to change. Include in your cover letter an indication of the project(s) that you are most interested in and qualified for.
- Writing samples should be a brief example of your research and writing abilities. Please keep your writing sample to 6 pages or less. If needed, further samples will be requested from short-listed candidates.
- Online applications are preferred. Applications sent via email must be MS Word or PDF attachments and must use the email subject header "intern application."
- Applications must be sent only once. For example, if an application is sent via mail, do not also send it via email.

*Institute of Public Administration of Canada*

Organization Description: IPAC is a dynamic association of public servants, academics and others interested in public administration.

Since our founding in 1947, IPAC has led public administration research in Canada and has exported successful Canadian public sector expertise around the world. Our mission is to promote excellence in public service and we do that a number of ways: through our prestigious publications, conferences, awards of excellence and knowledge networks. We are membership-based with regional groups across the country.

Position Description: IPAC offers internships three times a year on various projects and assignments.

Remuneration: \$2000/month

*Contact:*

Director of Research  
Wendy Feldman  
wfeldman@ipac.ca  
ext. 228

[www.ipac.ca](http://www.ipac.ca)

**The Canadian Institute of Strategic Studies (CISS)**

*Organization Description:* Established in 1976, the Canadian Institute of Strategic Studies (CISS) has gained wide recognition as the nation's foremost source of independent and balanced information and research on a broad range of issues affecting Canada. It satisfies a need for a body of informed opinion on defence and security issues and stimulates greater public awareness of national and international developments.

*Type of Position:* Ongoing

*Remuneration:* Paid

*Dates:* Ongoing

*Website:* <http://www.ciss.ca/students.htm>

## **URBAN PLANNING AND SOCIAL DEVELOPMENT**

### *Canadian Urban Institute (CUI)*

*Organization Description:* CUI is a non-profit organization dedicated to enhancing the quality of life in urban areas across Canada and internationally. Here you can access discussions on Canadian and International programs. You can find information about upcoming events such as Conferences, Roundtable Breakfast Seminars and the Urban Leadership Series, which provide stimulating discussions on current urban issues. You may also access the various research publications, take advantage of our services and benefits of membership.

From time to time we have youth internship opportunities, volunteer and paid, both in Canada and internationally. We also have arrangements with York, Ryerson and the University of Toronto for Planning and Environmental Studies students to volunteer in return for academic credits. You may wish to join us and gain valuable work experience in an area that interests you. For more information, please email [cui@canurb.com](mailto:cui@canurb.com) or check our job opportunities for openings.

*Website:* [http://www.canurb.com/general/info\\_jobopps.php](http://www.canurb.com/general/info_jobopps.php)

### **Canadian Institute of Planners (CIP)**

*Organization Description:* Founded in 1919, the Canadian Institute of Planners (CIP) is the national organization of professional planners in Canada. CIP and seven provincial-level affiliate organizations based across Canada provide membership services. CIP has managed an international internship program funded by the Canadian International Development Agency (CIDA) since 1997. *Position Description:* CIP has a section on the website dedicated to CIP student members looking for jobs and employers looking for students across Canada.

Currently, it can be difficult to find a summer planning job outside your home region.

*Application:* Please send a copy of your resume in MS Word, or as a PDF file to [communications@cip-icu.ca](mailto:communications@cip-icu.ca). This complimentary service is provided exclusively to student members of CIP. Requests to post resumes will be accepted from March 1 to June 30. A total of two amendments per resume; will be permitted during this time period. Students may request that their resumes be removed at any time. At the end of August, all resumes will be purged.

*Website:* <http://www.cip-icu.ca/web/la/en/pa/3E57C232C080410DAC3D086D7166348E/template.asp>

### **WorldLink Program**

*Organization Description:* World Links is an innovative, award-winning, and independent not-for-profit enterprise, spun off from the World Bank, which leverages the unique potential of technology to bring opportunity and hope to disadvantaged youth around the world. A recognized leader in preparing students in developing countries and their teachers with 21st Century skills, World Links uses information and communications technology (ICT) and new approaches to learning to build skills and expand horizons. World Links training, combined with access to computers and the internet, results in the skills, knowledge, attitude change, and insight necessary for youth to participate and compete in global and local economies, while playing an important role in helping to eradicate poverty.

*Position Description:* The International Internship Program for Planners provides entry-level professional work experience to Young Professionals interested in gaining their first paid overseas work experience in the planning field. Working in partnership with other Canadian non-profit organizations managing international planning projects, the WorldLink Program has successfully placed over 100 Young Planning Professionals in internship positions in 30 developing countries and economies in transition.

The Program makes available an allowance of CDN\$9,500 plus travel expenses for each 6- month internship placement. Host organizations may provide additional contributions. Experience gained during the internship is applied towards requirements for full membership in CIP. Young Professionals are provided with active career development assistance during and after their participation in WorldLink. The Canadian Institute of Planners is now preparing for the placement of Young Professionals on nine different overseas assignments as part of its 2008/2009 Program. In addition to possessing the skills required for

each placement, all applicants must meet with the following eligibility criteria:

- *Interest in a career in urban planning;*
- *30 years of age or under;*
- *Eligible for membership in CIP,*
- *Canadian citizen or landed immigrant, and*
- *must not be registered to continue studies during or after the internship.*

More information is available at <http://www.cip-icu.ca>, or by contacting the Internship:

Program Coordinator,  
Canadian Institute of Planners  
[worldlink@cip-icu.ca](mailto:worldlink@cip-icu.ca).

Website: <http://www.cip-icu.ca/web/la/en/pa/3E57C232C080410DAC3D086D7166348E/template.asp>

### ***The Canadian Council on Social Development (CCSD)***

*Organization Description:* The Canadian Council on Social Development (CCSD) is a non-governmental, not-for-profit organization, which was founded in 1920. Our mission is to develop and promote progressive social policies inspired by social justice, equality and the empowerment of individuals and communities. We do this through research, consultation, public education and advocacy. Our main product is information. Our sources of funding include research contracts, the sale of publications and memberships, and donations.

Our mission is to develop and promote progressive social policies inspired by social justice, equality and the empowerment of individuals and communities. The CCSD is active on the social policy front, organizing and supporting consultations on social development issues and advocating for advancements in policies that affect the lives of Canadians.

*Position Description:* the CCSD offers internships depending on funding. Students are encouraged to contact them for more details.

<http://www.ccsd.ca/aboutus.html>

### **USEFUL LINKS**

#### **The Association of Universities and Colleges of Canada (AUCC)**

*Organization Description:* The Association of Universities and Colleges of

Canada is the voice of Canada's universities. We represent 94 Canadian public and private not-for-profit universities and university-degree level colleges. Since 1911, we have provided strong and effective representation for our members, in Canada and abroad. Our mandate is to facilitate the development of public policy on higher education and to encourage cooperation among universities and governments, industry, communities, and institutions in other countries.

The AUCC has many internships available throughout the year, both international and national and is a valuable source in discovering policy internships.

Website: [http://www.aucc.ca/index\\_e.html](http://www.aucc.ca/index_e.html)

### **AIESEC**

*Organization Description:* AIESEC, the world's largest student-run organization, is the international platform for young people to discover and develop their potential to have a positive impact on society. In partnership with business and higher education, AIESEC has 50 years of experience in developing high-potential students into globally-minded responsible leaders. AIESEC's innovative development process consists of unmatched leadership experiences and global internships.

<http://www.aiesec.ca/en/>

### **Idealist**

*Organization Description:* Idealist is a project of Action Without Borders, a nonprofit organization founded in 1995 with offices in the United States and Argentina. Idealist is an interactive site where people and organizations can exchange resources and ideas, locate opportunities and supporters, and take steps toward building a world where all people can lead free and dignified lives.

Website: <http://www.idealist.org/if/h>

### **Policy Jobs**

*Organization Description:* Policy Jobs is a job advertising website specializing in public policy jobs: covering research, policymaking, and academic jobs in many fields including: foreign policy, economics, social policy, family policy, legal affairs and fiscal policy. Policy Jobs was launched in 2003. Policy Jobs is owned by Policy Solutions, based in the UK and India.

*Websites:*

- <http://www.policyjobs.net/>
- <http://www.canadians.org/>
- <http://www.geichina.org/index.php?controller=Articles&action=View&aid=6>
- <http://www.ishr.ch/>
- [http://www.gefweb.org/interior\\_right.aspx?id=50](http://www.gefweb.org/interior_right.aspx?id=50)
- <http://employment.gov.bc.ca/index.php?p=Internships>