



## **Nova Scotia Works Summer Internship – Youth Engagement**

### ***Summer 2021***

**The Centre for Employment Innovation at St. Francis Xavier University, in partnership with the Coady Institute, is looking for one post-secondary student (enrolled in post-secondary in the fall of 2021) interested in joining a dynamic and supportive team. This position will be a part of the Nova Scotia Works Summer Internship program.**

The Centre for Employment Innovation (CEI) at St. Francis Xavier (StFX) University is committed to the founder of the Antigonish Movement, Dr. Rev. Moses Coady’s vision of “a full and abundant life, for all”, and strongly believes that collaboration, collective action, and adult learning are necessary to create vibrant, thriving, and resilient communities. The world of work is changing, and it is more important than ever to understand how to prepare for, adapt to, and shape future possibilities. As communities, organizations, and individuals, we believe that people have the assets and strengths to collectively address economic, environmental, and social challenges and inspire meaningful change—to be able to shape a future that works for all.

The CEI provides leadership, fosters best practices, conducts research and encourages collaboration in the development and delivery of employment services across the Province of Nova Scotia. Operating within and supported by the StFX Extension Department and working in partnership with government, service providers, community agencies and researchers, it strives to bring people and knowledge together to strengthen the quality and effectiveness of employment services. The aim of the CEI is to foster a skilled, resilient and productive workforce across Nova Scotia.

At the CEI, we recognize the importance of collaboration, across and within sectors, to foster more effective and sustainable impacts for positive change. We are an important component of the employment services ecosystem in Nova Scotia. As part of a systems-focused approach to service excellence, the CEI conducts its activities in collaboration with the network of community-based Nova Scotia Works employment services providers, the Nova Scotia Career Development Association (NSCDA), and the Province of Nova Scotia’s Department of Labour and Advanced Education (through Employment Nova Scotia).

**What Can I Expect in this Role?** As an integral part of the CEI team, *Nova Scotia Works Summer Intern – Youth Engagement* will support the design and implementation of youth engagement and research strategies, as it relates to career and employment services. Specifically, this position will be responsible for:

- Developing a toolkit, in collaboration with Nova Scotia Works, on current practices and questions re: youth engagement and youth services, to inform practices across the Nova Scotia Works ecosystem.
- Working alongside a mentor to design research / engagement strategies to uncover emerging practices re: supporting youth into employment, including youth and service provider perspectives.
- Hosting virtual bi-weekly community of learnings for all Nova Scotia Works Summer Interns. Sessions would focus on the Interns’ experiences and could include guest speaker and capacity/leadership development sessions.
- Documenting and sharing all learnings with the CEI and the Nova Scotia Works ecosystem.
- Other duties as assigned.

## Nova Scotia Works Summer Internship – Youth Engagement

**The CEI and StFX respect and welcome diversity. Applications from Indigenous persons, Black/African Nova Scotians, people of colour and people across spectrums of gender, sexuality, abilities, and age are highly encouraged. It is important to our emphasis on community-based research that all communities are represented. We encourage applicants to self-identify.**

### How Do I Qualify?

The applicant must be attending post-secondary in the fall of 2021—either graduating from high school and entering post-secondary or a student returning to post-secondary. We are also looking for a team player who exhibits the following:

- Demonstrated commitment to valuing diversity and contributing to an inclusive workplace.
- Motivated by a care and compassion for others.
- Desire and willingness to learn, adapt, and improve.
- Open-minded and ability to think outside the box.
- Ability to work well independently and to support team goals.
- Flexible and able to balance and shift multiple priorities in a dynamic and fast-paced environment.
- Effective listener and written/oral communicator, with the ability to adapt to a broad range of stakeholders.
- Collects information with precision, accuracy and attention to detail.
- Acts in a professional, ethical and confidential manner.
- Ability and willingness to travel throughout NS (when it is safe to do so).

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

- Experience working with diverse stakeholders.
- Experience in research, community development, and/or community engagement.
- Multilingual.

### Hours / Term / Location of Work:

- The position requires a 37.5 hour per week commitment, Monday to Friday, 8:30 am – 4:30 pm.
- With the expected starting date of May 3<sup>rd</sup>, 2021 (negotiable), the position is listed for a 16-week term (however, later start dates would impact the length of the term), at a rate of \$15 per hour.
- During the restrictions of COVID-19, this position has the option to work from their home location or on campus. Reliable internet, access to a computer, and a space to work from home is a necessity for individuals who choose to work from home.
- Travel and some weekend work may be expected, pending COVID-19 restrictions during the course of this internship.

### Positions Available:

There is one (1) **Nova Scotia Works Summer Internship – Youth Engagement** position available at the CEI.

## Nova Scotia Works Summer Internship – Youth Engagement

### How Will This Internship Benefit Me?

As an important member of our team, you will:

- Contribute to a province-wide strategy aimed at better supporting youth (ages 18 – 34) career development and towards a future of work that works for all.
- Become part of a network of social change agents, community leaders and facilitators, and applied researchers.
- Join a core team that values the experience, perspective and voices of all team members.
- Have an opportunity to interact and deepen relationships with various stakeholders and communities.
- Be encouraged to pursue your own area of interest, within the scope of work at the CEI, and be mentored by various staff and faculty.
- Gain hands-on, practical experience working with community-based, community-led initiatives (including field work), research (interviews, literature searches, data analysis, etc.), and engagement (facilitating focus groups, workshops, communities of learnings, etc.)
- Deepen your ability to translate complex information for widespread usage.

### How Do I Apply?

Please compile the below documents:

- 1) **Your resume**
- 2) **A personal reflection** (maximum of 2-pages) on the following topic:

*The CEI and its partners aim to enhance diversity, equity, and inclusion within workplaces, so that all Nova Scotians have opportunities to meaningfully engage in the workforce and their communities. The CEI's work, along with the Coady Institute and Extension Department, is rooted within the principles of the Antigonish Movement and strives towards Moses Coady's vision of a "full and abundant life for all". In your own words, please provide a reflection about what 'a full and abundant life' means to you?*

Submit your application package in confidence to [cei@stfx.ca](mailto:cei@stfx.ca) using the Subject Line: **Nova Scotia Works Summer Internship – Youth Engagement Application – Your Name.**

**Deadline for Submissions: Wednesday, April 14<sup>th</sup>, 2021 (12 NOON ADT)**