

Nova Scotia Works Summer Internship - Research

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 Coady Institute and 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, the **Nova Scotia Works Summer Intern - Research** will support the design and implementation of applied community-based research, as it relates to employment as seen through a social determinants of health lens. This position will involve working alongside mentors on supporting current research activities of the CEI, and providing some administrative support. Specifically, this position will be responsible for research and evaluation activities in support of the Capacity & Credentialing: The Evidence Base for Career Development Training and Certification in Nova Scotia, which may include:

- Research and evaluation-specific tasks, such as designing and undertaking interviews, focus groups, literature searches and reviews, and evaluation frameworks, gaining hands-on experience with participatory action research and qualitative methods; supporting research project design, and data gathering and analysis.
- Communication-specific tasks, which will include documenting all learnings and sharing with the CEI team, sharing stories/learnings across multiple communications platforms, contributing to academic journals, and report writing.
- Other duties as assigned.

In this role, they will be expected to:

- Attend seminars and participate in CEI team meetings and other activities occurring during the internship period (when possible).
- Meet weekly with your direct supervisor and provide monthly reports on reflections, achievements, challenges, and goals.

- Write or record a final summary of the internship experience (outlining learning accomplishments, overall achievements) and submit a copy to the CEI.

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. Only those selected for an interview will be contacted. All qualified candidates are encouraged to apply.

How Do I Qualify?

The applicants 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 team players who exhibits the following:

- Demonstrated commitment to valuing diversity and contributing to an inclusive workplace.
- Motivated by a care and compassion for others.
- Be curious about employment services and workforce attachment.
- 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, written/oral communicator, with the ability to adapt to a broad range of stakeholders.
- Basic understanding of qualitative and/or quantitative research, community development, and/or community engagement.
- Collects information with precision, accuracy and attention to detail.
- Acts in a professional, ethical and confidential manner.

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

- Experience working with diverse stakeholders, which may include convening learning sessions.
- Ability or willingness to travel.
- Multilingual.

Hours / Term / Location of Work:

- The positions require a 37.5 hour per week commitment, Monday to Friday (schedule to be determined with your supervisor).
- With the expected starting date of May 3rd, 2021 (negotiable) the position is listed for a 16-week term, at a rate of \$15.00 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.

How Will This Internship Benefit Me? As an important member of the CEI team, this intern will:

- Contribute to province-wide initiatives that foster a more skilled, resilient and productive workforce across Nova Scotia.
- Become part of a network of social change agents, community leaders and facilitators, and applied researchers.
- Join a core team that values the experience, perspective and voices of all team members.
- Be encouraged to pursue your own area of interest, within the scope of work at the CEI, and be mentored by various staff and faculty.
- Have an opportunity to interact and deepen relationships with various stakeholders and communities.

- Gain hands-on, practical experience working with community-based, community-led initiatives, communications (sharing stories of impact, facilitating workshops, tailoring communication approach for diverse stakeholders, etc.), and research (interviews, literature searches, data analysis, etc.).
- Deepen your ability to translate complex information for widespread usage.

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 using the Subject Line: **Nova Scotia Works Summer Internship – Research Application – Your Name.**

Deadline for Submissions: Wednesday, April 14th, 2021 (12 NOON ADT)