

JOB POSTING: METCALF PROGRAMS INTERN

The [Metcalf Foundation](#) is one of Canada's leading private foundations. Our mission is to enhance the effectiveness of people and organizations working together to help Canadians imagine and build a just, healthy, and creative society. Our work is focused in three areas:

- [Leveraging opportunities for new approaches and shared learning in the performing arts](#)
- [Building a low-carbon, resource efficient, and resilient Canada](#)
- [Improving economic livelihoods for low-income people in Toronto](#)

For further information about Metcalf, please review our [biennial reports and newsletters](#).

The Metcalf Foundation has an opening for a **Programs Intern**. The successful candidate will work closely with the Foundation's three program directors, the Grants Manager, and other Foundation team members to support research, planning, and delivery of specific initiatives.

This is a summer contract up to 5 months in length. The successful applicant will start in early May and continue until the end of August or mid-September. It is 35 hours/week and the hourly rate will be \$20/hour.

RESPONSIBILITIES

- Support the planning and delivery of the Inclusive Local Economies program's Toronto Sector Skills Academy
- Research public policies and promising models related to the Foundation's program areas
- Support the planning and coordination of events including report launches, symposiums, workshops, forums, speaker events, and webinars
- Support community outreach for Metcalf programs and new funding opportunities
- Support grantee engagement and attend meetings on behalf of the program directors
- Provide support for database updates, distribution lists, and meeting documentation
- Identify individual learning goals that can be advanced through the summer internship
- Support other Foundation-wide projects as needs arise and perform other administrative duties as required

QUALIFICATIONS

The successful candidate will have:

- Either recently completed or currently be pursuing a Master's degree that is related to one or more of the three Metcalf program areas (i.e. urban planning, public policy, community development, arts administration, environmental studies, systems thinking, etc.)
- Strong verbal and written communication skills
- Excellent organizational and interpersonal skills

- Strong creative and critical thinking skills
- Good attention to detail
- The ability to plan, take initiative, take direction, and to work independently
- Demonstrated ability to work under pressure and to meet deadlines
- Proven administration and coordination skills
- Work and/or volunteer experience with non-profits related to one or more of the three Metcalf program areas
- Completed an academic inquiry related to one or more of the three Metcalf program areas
- Proficiency in Microsoft Office functions (Mac environment), WordPress, and MailChimp
- Some experience with social media tools and good design skills
- Familiarity with Adobe Premier, Adobe Connect, and Adobe Photoshop are also definite assets

APPLICATION PROCESS

Qualified applicants are invited to email the following:

1. A letter, no longer than 3 pages, that responds to these three questions:
 - a) Tell us why you are interested in working with the Metcalf Foundation and how your academic, work, and volunteer experience, and other skill sets are aligned to the position qualifications.
 - b) Tell us about two specific activities (i.e. work, academic, volunteer) that you have undertaken that relate to at least one of the Metcalf program areas (Environment, Performing Arts, Inclusive Local Economies).
 - c) Tell us about the professional direction that you are interested in pursuing and some learning goals that you would have for your Metcalf internship, and possible ideas that you would like to explore over the summer.
2. Your resume and two references (name, title, organization, contact information).

Please send these two items in MSWord or PDF format in one file to:

resumes@metcalffoundation.com with the subject line: "Metcalf Internship." Only those candidates selected for an interview will be contacted.

Metcalf is an equal opportunity employer and is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise Metcalf of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

DEADLINE

April 13, 2017, 4:00 PM EDT