

## 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, the Communications Manager, and other Foundation team members to support research, planning, and delivery of specific initiatives.

This is a year-long, full-time, contract position beginning in June 2019. Compensation is \$40,500/year, less all statutory deductions.

### RESPONSIBILITIES

- Support the planning and delivery of the Foundation's programs and activities
- Assist with the planning and coordination of events including report launches, symposiums, workshops, forums, speaker events, and webinars
- Provide extensive administrative support to the Foundation's programs
- Research public policies and promising models related to the Foundation's program areas
- Support grantee engagement and attend meetings on behalf of the program directors
- Identify individual learning goals that can be advanced through the internship
- Support other Foundation-wide projects 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.) Also acceptable is a completed undergraduate degree with equivalent work experience.
- Exceptional administration and coordination skills
- 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, multi-task, and to meet deadlines
- 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 (Mac) functions (Word, Excel, Powerpoint), SurveyMonkey, Eventbrite, MailChimp
- Familiarity with Adobe Connect, Adobe Photoshop, Dropbox, and other online tools are also definite assets
- Some experience with social media tools and good design skills

## **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) Explain 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's responsibilities and 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 your professional goals and career aspirations. Indicate some learning goals that you would have for your Metcalf internship, along with possible ideas that you would like to explore over the course of the year.
2. Your resume and two references (name, title, organization, contact information).

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

[resumes@metcalffoundation.com](mailto: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 1, 2019, 2:00 PM EDT