

Job Description

Job Title:	The Forge International Development Intern Six Month Paid Internship
Location:	Elmira, Ontario and/or working from home (as needed or required), with possible international travel
Reports To:	Program Specialist

1) JOB PURPOSE/OBJECTIVES:

The purpose of the Forge Internship is to assist in activities that support iTeams Canada. The intern will strengthen programs by assisting program leadership, volunteers and office staff. The intern will also be empowered to use their unique skills to add velocity to the transformational development work of each Impact Program. iTeams Canada is a Christ-centred organization that advocates for those facing poverty, includes Christian congregations and increases the power and perspective of local leadership. This role requires an agreement and commitment to the mission and values of iTeams Canada as described in our [iTeams Canada Values Agreement](#).

Objectives:

- Explore and Apply Transformational Development Principles
 - understand theory and principles of transformational development
 - apply principles learned in real work settings
- Design, Monitor and Evaluate Programs
 - conduct program research - gather data, stories and images
 - work with program leadership on local plans and objectives
 - complete six month reports
- Engage and Grow the Partnership Community
 - work closely with program leadership and partner churches
 - develop program promotional materials online and in print
 - participate in profile raising events
 - raise funds through innovative, creative techniques
 - donor engagement related tasks
- Integrate Faith and Vocation:
 - explore the relationship between our work and God's purposes
 - learn and apply principles of team dynamics
 - cultivate personal leadership style and skills

2) CORE COMPETENCIES:

- **Leadership:** Possesses leadership skills, knowledge and character consistent with our Values Statement, Code of Conduct, and overall mission.
- **Adaptability:** Ability to adapt to diverse cultures. This involves being flexible, versatile and/or tolerant in complex situations involving people with different values and goals.
- **Reflection-in-action:** The ability to consciously evaluate situations and intentionally adjust, reflect and take action as needed. This involves developing a high level of consideration and understanding for the local needs, values and goals of communities, program plans or projects.
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Planning:** Ability to set appropriate goals and make detailed plans for achieving those goals; allotting sufficient time and resources for the work. Evaluate the process and results.
- **Communication:** The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences.

3) PRIMARY DUTIES/SKILLS:

- Engage with the Partnership Community for the purpose of sharing information, strengthening relationships, and furthering program objectives. This may include design, monitoring, evaluation and promotion.
- Raise \$10,000 towards the Forge program goals and objectives, through learned fundraising skills, activities and initiatives.
- Engage with Program Advocates for the purpose of sharing information, growing the partnership community, and furthering program objectives.
- Help cultivate relationships with diverse churches and communities within Canada.
- Assist with donor engagement tasks under the direction of the Donor Engagement Specialist.
- Write Monitoring Program Reports alongside the Program Team, Program Advocates and Program Leaders.
- Assist volunteers in meeting program fundraising goals, and participate in partnership fundraising initiatives, events and activities.
- Other duties and responsibilities as assigned.

- a. Mental Effort:** This refers to the frequency, duration and intensity of mental and sensory demands required to perform the job. The duration refers to continuous time without relief by scheduled breaks, or by the employee's decision to take a break. Duration of mental tasks is 2-5 hours. Intensity is moderate.

Examples of mental effort found in this role:

Listening	Concentration using sight
Attention demand and focus on task	Watching a computer screen
Adapting to a new culture	Handling new situations and environments

b. Physical Effort:

This refers to the frequency, duration and intensity of the physical demands required to perform the job. The length of time a task normally continues without relief by scheduled breaks, or by the employee's decision to take a break. Duration of physical tasks is 2-5 hours. Intensity is moderate.

Examples of physical effort found in this role:

Sitting at a computer
Eye strain
International travel

c. Working Conditions:

This refers to the working conditions usually present while performing the job: No exposure to unpleasant conditions within the office work environment. While living and working in a developing community, conditions vary widely, and this role requires flexible hours during international assignment. Evening, and weekends to accommodate activities such as meetings, events, or travel may be required.

d. Tools/Equipment: Computer/laptop, printer, photocopier.

e. Other Requirements:

- Must be a Canadian citizen, Permanent Resident, or have a work visa that allows one to legally live and work in Canada.
- A clear Criminal Record Check is required.

4) RESPONSIBILITY:

- Engage in personal development as an International Development Practitioner.
- Cultivate Christ-centered practices which foster transformational development, growth and character.
- Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the program and organization.
- Attend all training and meetings as required, providing input and leadership when guided to do so.
- Meet regular and unexpected deadlines, being flexible and adapting to the unpredictable nature that this kind of work can sometimes entail.
- Be an advocate for the Forge Internship Program, Impact Programs and iTeams Canada.

5) QUALIFICATIONS AND EXPERIENCE:

a) Education: University/Bachelor's degree or additional certification and specialized training in International Development, Community Development, Global Studies, Peace & Conflict Studies or other related fields.

b) Specialized Knowledge: Knowledge of program design, monitoring and evaluation concepts and techniques.

c) Experience: 0-3 years needed

- Prior international experience is an asset, but is not required.
- Prior experience in fundraising and advocacy is an asset, but is not required.

International Teams Canada (iTeams Canada) is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, iTeams will make accommodations available to applicants with disabilities upon request during the recruitment process.

iTeams Canada is an equal-opportunity employer and strives to ensure that its hiring process meets the needs of all persons with disabilities. As such, we will provide reasonable accommodations for any applicant, as requested during the hiring process. iTeams Canada is committed to growing a team with diverse backgrounds and experiences, and we therefore encourage applicants from Indigenous and other racial backgrounds, and individuals with disabilities. As a signatory of the Anti-racism Commitment with Cooperation Canada (ARC), iTeams Canada is committed to working towards equitable and inclusive practices in our hiring and our work.

iTeams Canada strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, we will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.