



StFX
UNIVERSITY

**CENTRE FOR
EMPLOYMENT
INNOVATION**

CEI Knowledge Curation and Mobilization Intern, 2024

Summer 2024

2024 Knowledge Curation and Mobilization Intern, Centre for Employment Innovation

The Centre for Employment Innovation is looking for a post-secondary student (enrolled in post-secondary in the fall of 2024) or recent graduate (will graduate or has graduated in 2024) interested in joining a dynamic and supportive team.

The Centre for Employment Innovation (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 Coady Institute, 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, Skills, and Immigration (through Employment Nova Scotia).

What Can I Expect in this Role? The 2024 Knowledge Curation and Mobilization Intern will work alongside CEI staff to support the Nova Scotia Works system through education, engagement, and knowledge mobilization. The intern will take on a significant role curating and evaluating the relevancy of resources related to leadership, governance, and community outreach, to be shared back with the Nova Scotia Works system. This work may include creating book-review style blog posts or social media content promoting their findings. The intern may also contribute to other ongoing CEI projects such as communities of practice or course development, depending on their interests. The intern will also have the opportunity to work with CEI staff to design their own research or engagement project that contributes to the field of knowledge surrounding career and employment development.

Responsibilities will include:

- Research-specific tasks, such as designing and undertaking literature searches and reviews, interviews, or surveys; curating and evaluating the relevancy of resources to the NSW system; supporting program evaluation; and gathering and analysing data in various forms.

- Communication-specific tasks, which will include documenting and sharing learnings with the CEI team, and determining how to best share/present learnings to a larger audience – this might look like writing an academic article or report, creating a presentation, etc.
- Other duties as assigned.

In this role, the intern will also be expected to:

- Complete a series of onboarding activities during their first two weeks of work.
- Attend seminars and participate in CEI-specific and Coady-wide team meetings and other activities occurring during the internship period.
- Meet weekly with their direct supervisor(s).
- Meet regularly with their fellow interns in structured or semi-structured learning spaces.
- Write or record monthly reflections on the internship experience (outlining learning accomplishments, overall achievements) and submit a copy to their supervisor.

How Will This Internship Benefit Me? As an important member of the team, you 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.
- 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

The Centre for Employment Innovation respects and welcomes 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 outreach 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?

Applicants for this position must be attending post-secondary in the fall of 2024 or be a recent graduate. We are looking for team players who...

- Are curious about employment services and workforce attachment.
- Understand basic qualitative and/or quantitative research, community development, and/or community engagement.
- Collect information with precision, accuracy and attention to detail.
- Can work well both independently and to support team goals.
- Are open-minded and have the ability to think outside the box.
- Are effective listeners and written/oral communicators with the ability to adapt to a broad range of stakeholders.
- Hold a desire and willingness to learn, adapt, and improve.

- Demonstrate commitment to valuing diversity and contributing to an inclusive workplace.
- Are motivated by care and compassion for others.
- Are flexible and able to balance and shift multiple priorities in a dynamic and fast-paced environment.
- Act 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.
- An ability or willingness to travel within Nova Scotia.
- Confidence communicating in French.

Hours / Term / Location of Work:

- The position requires a 37.5 hour per week commitment, Monday to Friday (schedule to be determined with your supervisor).
- With a start date of May 6, 2024, the position is listed for a 16-week term, at a rate of \$18.00 per hour.
- This position has the option to work from their home location in the province of Nova Scotia, 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 Do I Apply? Please compile the below documents:

1. Your resume (maximum 2 pages) includes your name, phone number, email address, and mailing address as well as relevant work or volunteer experience.
2. A personal reflection (maximum 2 pages double-spaced) in response to the following question:

If you think about what an ideal future of work would look like 5, 15, or 50 years from now, what do you envision? What changes, steps, policies, ideas, etc., do you think would help bring your vision into reality?

Feel free to suggest specific ideas you have for projects, or research questions you'd like to tackle.

Submit your application package in confidence to Nikita Patel at npatel@stfx.ca using the Subject Line: **CEI Summer Intern Application – Your Name.**

Deadline for Submissions: Friday, March 1, 2024 (12 NOON ADT)