

Alberta Association of Immigrant Serving Agencies (AAISA) Sector Engagement Summer Intern FT (Paid) - Edmonton

About AAISA

[The Alberta Association of Immigrant Serving Agencies](#) (AAISA) is a regionally and nationally recognized leader in the settlement and integration sector. As an umbrella organization, AAISA represents immigrant-serving agencies and organizations that work with newcomers across Alberta.

Position Overview

Working with the Strategic Engagement unit, this full-time summer position will be responsible for providing sector engagement support including but not limited to: gathering, analyzing and presenting information; providing support at meetings with the settlement sector and member agencies; and other project-based activities. Specific accountabilities include transcription, background research, written project documentation, project communications, and supporting event planning.

This position may appeal to students seeking to gain experience related to policy (settlement, integration and immigration), research, communication, and the non-profit sector.

Qualities

- Strong attention to detail
- Excellent organization skills
- Superior verbal and written communication skills
- Exemplary problem-solving and analytical skills
- Flexibility in working with emerging priorities and timelines
- Ability to work independently and as part of a team

Deliverables

- Consultation brief based on engagement initiatives
OR
- Independent Sector Project based on candidate interests and skills

Qualifications

- Completion of at least two years of course work in a Bachelor's or Master's degree in Community Development, International Development, International Relations, Management, Political Science, Public Health or a related field. PhD students strongly welcomed.
- Experience with project management and event planning
- Strong knowledge of Microsoft Office Suite
- Strong interpersonal and communication skills



- Knowledge and/or experience in the non-profit sector considered an asset

Application Process

Please submit your C.V., a cover letter, and a short sample of your writing to rcharchuk@aaaisa.ca

Application Deadline: May 10, 2018 at 4:00 PM