

**FOUNDERS:**

Betty Williams, Ireland - 1976
Máiread Maguire, Ireland - 1976
Rigoberta Menchú Tum, Guatemala - 1992
Prof. Jody Williams, USA - 1997
Dr. Shirin Ebadi, Iran - 2003
Prof. Wangari Maathai, Kenya - 2004

united for peace with justice and equality

JOB DESCRIPTION

POSITION: Intern. This is a full time internship position for four months: September 7th – December 31st, 2010.

REQUIREMENTS:

This position is funded through a grant from the YMCA and the Government of Canada's Economic Action Plan. As a result, the following additional restrictions on applicants apply:

- Between the ages of 18 and 30
- A Canadian citizen, permanent resident or a person to whom refugee protection has been granted under the Immigration and Refugee Protection Act
- Currently unemployed or underemployed.
- Legally entitled to work in Canada
- Legally entitled to work in Ontario
- High school graduate who has not completed a post-secondary program.

BACKGROUND:

Launched in 2006, the Nobel Women's Initiative (NWI) is a strategic vehicle of the women Nobel Peace Prize Laureates to leverage the visibility and prestige of the prize to promote, spotlight, and amplify the work of women's rights activists, researchers, and organizations worldwide addressing the root causes of violence. In the past three years, the Nobel Laureates have been able to bring attention to urgent issues of the climate crisis, Iran–US tensions, Israel–Palestine, the protracted Burmese and Sudanese conflicts, and Mexico and Central America, among many others – using media and engaging with world leaders and activists in public fora.

The Nobel Women's Initiative is based in Ottawa, Ontario with another office at the University of Houston, Texas in the Graduate College of Social Work. This position will be based in Ottawa and supervised on a daily basis by Ottawa-based staff.

RESPONSIBILITIES:

The intern will undertake the following responsibilities:

Support the Advocacy and Outreach Program of the organization through:

- Providing logistical and administrative support for outreach on women's rights and climate change in preparation for and during the UN Climate Change Conference in Cancun in December 2010.
- Providing logistical and administrative support for the 2010 Nobel Women's Initiative delegation to the Middle East for peace and women's rights.
- Assisting with compiling, copying, and collating delegate kits for Nobel Women's Initiative's events.
- Providing planning and logistical support for a September event about the impact that media has had on the democracy movement of Burma.

Support the general operations and administration of the Organization through:

- Administrative support for effective functioning of the Nobel Women's Initiative office (filing, answering phones, faxing, etc)
- Preparing and filing weekly cheque requisitions
- Administrative and logistical support for Nobel Women's Initiative projects, meetings and events
- Assisting with mail-outs, including the Annual Report mail-out.
- Updating and maintaining the office manual for the organization.
- Keeping track of inventory and ordering office supplies.

Support the Media and Communications Program of the organization by:

- Online media searches for topics important to Nobel Women's Initiative work (Burma, Iran, Sudan, climate change, nuclear disarmament, women's rights)
- Assisting with updating of the Nobel Women's Initiative website and other social media tools.
- Assisting with bi-weekly media scans.
- Updating of the Nobel Women's Initiative media database and maintaining of media clippings filings.
- Updating and maintaining the photo galleries on the organization's website.
- Assist with compiling comprehensive media scans after Nobel Women's Initiative events and advocacy actions to capture resulting regional and international media coverage.
- Other projects as requested

REQUIREMENTS:

- High-school graduate interested in the field of international relations, women's studies, environmental policy, development studies, political science, journalism, or related. Candidates must **not** have graduated from a post-secondary program to date.
- Activist experience and a strong desire to work for a more peaceful, just world
- Excellent English written and oral communication skills
- Strong research skills
- Strong computer skills
- The ability to take initiative on projects and work independently

- The ability to be creative, flexible and adaptable

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TO APPLY: Please send a cover letter, CV and short writing sample (1-2 pages) to jobs@nobelwomensinitiative.org. Only complete applications will be considered.

CLOSING DATE: September 6th, 2010

We thank all those who apply, but only short-listed candidates will be contacted. No phone calls or e-mails please.

For more information about the Nobel Women's Initiative visit www.nobelwomensinitiative.org.

This position is being funded through the Youth Eco Internship Program (YEIP)*. This program places unemployed people aged 15 to 30 from diverse backgrounds into paid internship opportunities within the non-profit and community services sector in Canada with a focus on the environment. These positions, offered in a wide range of organizations, will help young Canadians learn the skills required to gain and sustain future employment within the sector.

This project is a collaboration between the YMCA and YWCA Canada, with funding provided by the Government of Canada's Economic Action Plan. The YEIP encourages applicants from visible minority, Aboriginal, immigrant, refugee and traditionally marginalized communities to apply, and is committed to providing employment supports wherever possible.