

CITIZENS FOR
PUBLIC JUSTICE



CITOYENS POUR
UNE POLITIQUE JUSTE

PUBLIC JUSTICE INTERNSHIP

2018-2019 INFORMATION AND APPLICATION PACKAGE

“This internship is a marvellous opportunity for a young person to put their faith into action, by working with CPJ for an extended time, experiencing a research and advocacy organization close to Parliament Hill, engaging in policy analysis and meeting with key decision-makers.”

Joe Gunn, Executive Director

The CJL Foundation
operating as CPJ.

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APPLICATION DEAD-LINE: MARCH 25, 2018

START DATE: SEPTEMBER 4, 2018

Are you passionate about public justice? Committed to help eradicate poverty in Canada? Resolved to strive for rights for refugees?

If you answered yes to these questions and are eager to join CPJ's public justice work in Ottawa, our public justice internship may be right for you.



CPJ's public justice interns work along-side CPJ's staff in Ottawa for one year. The interns assist senior staff and are actively engaged in a variety of work, including research, policy analysis, framing public policy options, presenting to Parliament, meeting with MPs and political staff, as well as engaging the media, leaders in society, CPJ members and the Canadian public.

CPJ offers these paid, year-long, Public Justice Internships on an on-going basis. The first intern began in September 2007.

Application dead-line: March 25, 2018. Start date: September 4, 2018.

CITIZENS FOR PUBLIC JUSTICE

Citizens for Public Justice (CPJ), is a national organization of citizens inspired by faith to act for justice in Canadian public policy.

CPJ's mission is to promote *public justice* – the political dimension of loving our neighbours – in Canada by shaping key public policy debates through research and analysis, publishing and public dialogue. CPJ encourages citizens, leaders in society, and governments to support policies and practices that reflect God's call for love, justice and the flourishing of Creation.

CPJ focuses on many public justice issues, including, but not limited to, poverty in Canada, ecological justice, democratic governance and refugee rights.

After 55 years of service, CPJ has evolved to a new level of effort and impact. Originally, CPJ's office was in Toronto. CPJ has expanded our impact by focusing our policy work in Ottawa, more boldly, prominently, and clearly, with a timely and distinctive public justice presence.

CPJ opened its office in Ottawa on July 1, 2007.

A key component of achieving this new level of effort and impact has been CPJ's Public Justice Internships. For some time, we have noticed a keen and growing interest in CPJ's work among young people. We have enjoyed the contribution of lively and energetic young people to our work community as summer interns, through short-term contracts, or as volunteers. These, in turn, have developed into long-term relationships, support and interest. The Public Justice Internships are intended to further develop such relationships and provide a unique opportunity for young people to engage in public policy work.

In 2018 - 2019, thanks to the financial support of our committed donors, CPJ is able to offer two paid internship opportunities. One of these interns will be specifically tasked with strengthening CPJ's research and advocacy work on refugee rights issues, while the other intern will assist in CPJ's work on poverty and inequality issues in Canada.

OTHER INTERNSHIP OPPORTUNITIES WITH CPJ

All of CPJ's internship opportunities strive to provide occasions for young people to directly experience the life of a public policy organization. This means engaging in the work of CPJ, but as much as possible, also with the wider community of CPJ supporters.

PUBLIC JUSTICE INTERNSHIP

Starting September 2018 two interns will work along-side CPJ's staff in Ottawa for one year, assisting us in our work on **refugee rights** and **poverty in Canada**. The interns will assist senior staff and be actively engaged in a variety of work, including research, policy analysis, framing public policy options, presenting to Parliament, meeting with MPs and political staff, as well as engaging the media, leaders in society, CPJ members and the Canadian public.

BENEFITS

Interns will:

- Be equipped to ask probing questions, to undertake public justice policy analysis, and to contribute to public justice in Canada.
- Experience directly the policy analysis and political decision-making world of Ottawa.
- Enjoy structured learning opportunities surrounding the meaning of public justice, Canadian government structure, public policy analysis, non-profit operations, and navigating Parliament Hill.
- Gain understanding of the specific rewards and challenges of a non-profit organization.
- Gain experiences appropriate for a resume or CV, including at least one published article in CPJ's newsletter and be named an author on publicly available research papers or web features.
- Obtain a reference letter for future work or school.
- Receive a stipend of \$33,763.44.

CPJ will:

- Enjoy the contribution of lively and energetic young people to its work community.
- Increase our effort and impact by having qualified policy support staff.
- Build a growing pool of people who embody a public justice perspective and who are actively engaged in public policy analysis in various sectors of society.

RESPONSIBILITIES

Each year CPJ's agenda will be slightly different and may have a different policy emphasis. However, in general the Public Justice Interns, working closely with senior policy staff at CPJ, can expect to be engaged in some of the following activities:

- Researching, writing and editing policy papers, briefs, blogs and articles.
- Preparing research summaries related to policy analysis, including article or book summaries and book reviews.

- Drafting policy memos, fact sheets, op-eds and letters to the editor for senior staff.
- Tracking legislation, monitoring policy debates, web and media monitoring.
- Taking part in policy briefings and staff meetings.
- Helping organize events, consultations and workshops.
- Assisting in communications, outreach and engagement with MPs, political staff, department officials, media, coalition partners, leaders in society, CPJ members and the Canadian public.
- Phoning and email engagement with CPJ supporters on campaigns, activities, and CPJ's annual fundraising telethon.
- Participation in CPJ's social media strategy.
- General office duties as appropriate.

QUALIFICATIONS

CPJ encourages applications for its Public Justice Internships from those prepared to participate enthusiastically in CPJ's activities, policy issues and working community. We particularly seek young university graduates with solid academic records; strong writing, research, and communication skills; and a lively interest in public policy.

Framework for the position:

Since this internship is explicitly intended to develop understanding and skills in CPJ's public justice approach to public policy, the successful candidate must express commitment to CPJ's faith-based vision for public policy work and express strong affinity with [CPJ's core guidelines documents](#).

Specific qualifications:

- Demonstrated interest in public justice framing of public policy.
- Demonstrated research (web and library based) skills and developing skills in policy analysis.
- Good communicator – written, oral, and interactive skills.
- Good organizational skills.
- Relevant university degree (eg. political science, economics, social work, public policy, public administration.)
- Appropriate computer skills.
- English/French bilingual ability will be an asset.
- Eligible to work in Canada (CPJ cannot be responsible for arranging visas for applicants.)

TERMS

- Full-time, based in Ottawa, for one year from September 2018 to August 2019
- Stipend of \$33,763.44. Inclusion in CPJ's employee health plan.

CPJ'S TEAM

CPJ's team is a relatively small work community. We seek new persons who have the flexibility to thrive cheerfully in a small office. This requires a certain measure of fluidity in tasks as circumstances change and as projects develop. We all pitch in to help each other as needed, celebrate special occasions together, and enjoy camaraderie around a common mission.

CPJ wishes to encourage diversity within its team. CPJ will endeavour to hire qualified applicants who expand the diversity of our organization.

PUBLIC JUSTICE INTERNSHIP - HOW TO APPLY

DATES

Application deadline: March 25, 2018

Interviews: April 2018

Shortlist of applicants may be asked to undertake a writing task prior to further interviews: after Easter, 2018

Decision: end of April 2018 (*All applicants will be advised of the results of this search by the end of April 2018.*)

Start Date: September 4, 2018

APPLICATION

Please submit the following materials in PDF or MS Word, by email only.

Send them to jobs@cpj.ca by March 25, 2018. You must include the subject line: "Public Justice Intern Application."

1. Cover page entitled "Public Justice Internship Application" with the following information:
 - Title: Mr. Ms.
 - Name:
 - Address:
 - Phone: home, mobile, work/school
 - Email:
 - Skype:
 - Current employment/Vocation/Place of Study
 - Undergraduate school, degree received, date
 - Graduate school, degree received, date
2. Write a letter of application addressed to "Joe Gunn, Executive Director." In the letter (no more than two pages) describe the nature of your interest in the internship and how and why this is the right opportunity for you. Describe also your key skills and background

that directly relate to the tasks and qualifications outlined in this package. Discuss which policy areas currently addressed by CPJ are of most interest to you.

3. Provide your cv/resume.
4. Submit one written reference from someone who can speak directly to your qualifications for this internship.
5. Submit one brief example (no more than 2 pages) of your research and writing abilities. This can be an excerpt of a previous article or school project you have written. If needed, further writing samples will be requested from short-listed candidates.
6. Please indicate your preference or where have already developed specific expertise in work on either of the two issue areas where CPJ requires interns to assist in 2018 – 2019:
1) **refugee rights** or 2) **poverty in Canada**.

CPJ is committed to protecting the privacy and confidentiality of personal information collected and used in the course of our work. By providing this information, you are consenting to the use of your information in accordance with our Privacy Policy posted at www.cpj.ca