

CITIZENS FOR  
PUBLIC JUSTICE



CITOYENS POUR  
UNE POLITIQUE JUSTE

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# PUBLIC JUSTICE INTERNSHIP

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2014-2015 INFORMATION AND APPLICATION PACKAGE

The CJL Foundation  
operating as CPJ.

Charitable registration  
89438 3512 RR0001

APPLICATION DEAD-LINE: MARCH 30, 2014

309 Cooper Street  
Suite 501  
Ottawa, Ontario  
K2P 0G5

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START DATE: SEPTEMBER 2, 2014

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**T** 613-232-0275  
**F** 613-232-1275  
cpj@cpj.ca  
www.cpj.ca

**Are you passionate about public justice? Stirred toward stewardship? Concerned for creation?**

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

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*2011/12 public justice intern Melodi Alopaeus and social work intern Shana Conroy on Parliament Hill*

CPJ's public justice intern works along-side CPJ's staff in Ottawa for one year. The intern assists senior staff and is 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.

Along with CPJ's other internship opportunities, CPJ offers this paid, year-long, Public Justice Internship on an on-going basis. The first intern began in September 2007.

***Application dead-line: March 30, 2014. Start date: September 2, 2014.***

*See inside for further information and the application process. Copies of this material are available at [www.cpj.ca](http://www.cpj.ca).*

### **Contents:**

- **Citizens for Public Justice**
- **Public Justice Internship**
- **How to Apply**

***"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."***

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**Joe Gunn, Executive Director**

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## CITIZENS FOR PUBLIC JUSTICE

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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 stewardship.

CPJ focuses on many public justice issues, including, but not limited to, poverty, environmental stewardship, welcoming newcomers and pluralism/diversity issues.

After 51 years of service, CPJ is stepping up to a new level of effort and impact. We have undertaken careful strategic planning by which to build on our strengths and develop a series of new opportunities for the organization. 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. The long-term effect will be to build public justice together in Canada.

As part of this development, CPJ opened its office in Ottawa on July 1, 2007.

A key component of achieving a new level of effort and impact is CPJ's Public Justice Internship, which began in 2007/2008. 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 Internship is intended to further develop such relationships and provide a unique opportunity for young people to engage in public policy work.

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### **OTHER INTERNSHIP OPPORTUNITIES WITH CPJ**

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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 the community of CPJ supporters.

CPJ will continue to offer its summer intern program (subject to government funding) and will engage interns who are part of academic programs at, for example, St. Paul's, Trinity Western University's Laurentian Centre, Carleton University and the University of Ottawa. Please visit our website or contact CPJ staff to inquire about or propose other internship opportunities.

## PUBLIC JUSTICE INTERNSHIP

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Starting September 2014 an intern will work along-side CPJ's staff in Ottawa for one year. The intern 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.

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### BENEFITS

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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, 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 a publicly available research paper.
- Obtain a reference letter for future work or school.
- Receive a stipend of \$30,000.

CPJ will:

- Enjoy the contribution of lively and energetic young people to its work community.
- Increase its 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.

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### RESPONSIBILITIES

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Each year CPJ's agenda will be slightly different and may have a different policy emphasis. However, in general the Public Justice Intern, 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.

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### QUALIFICATIONS

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CPJ encourages applications for its Public Justice Internship from those prepared to participate enthusiastically in CPJ's activities, policy issues and working community. We particularly seek graduate students 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 graduate 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.

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### TERMS

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- Full-time, based in Ottawa, for one year from September 2014 to August 2015
- Stipend of \$30,000. Includes an allowance for purchasing a private health plan.

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## **CPJ'S TEAM**

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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.

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## **PUBLIC JUSTICE INTERNSHIP - HOW TO APPLY**

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### **DATES**

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Application deadline: March 30, 2014

Small group of applicants asked to undertake a writing task prior to interviews: after March 31, 2014

Interviews: Early April, 2014

Decision: Mid-April, 2014

Start Date: September 2, 2014

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### **APPLICATION**

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

Send them to [jobs@cpj.ca](mailto:jobs@cpj.ca) by March 30, 2014. You must include the subject line: "Public Justice Intern Application."

1. Cover page entitled "Public Justice Internship Application" with the following information:  
Title: Dr. Mr. Ms. Mrs.  
Name:  
Address:  
Phone: home, mobile, work/school  
Email:  
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 6 pages) of your research and writing abilities. If needed, further samples will be requested from short-listed candidates.

*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](http://www.cpj.ca). This policy can be e-mailed to you at your request.*