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# PUBLIC JUSTICE INTERNSHIP

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2024-2025 INFORMATION AND APPLICATION PACKAGE

*“CPJ interns experience first-hand the work of a research and advocacy organization close to Parliament Hill, engaging in policy analysis and meeting with key decision-makers.”*

**Karri Munn-Venn, Former CPJ Policy Analyst**

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APPLICATION DEADLINE: May 12, 2024

START DATE: SEPTEMBER 3, 2024

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**Are you passionate about climate justice? Committed to help eradicate poverty in Canada? Resolved to strive for rights for refugees and migrants?**

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

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Image: Stylized sketch of 2021-2022 public justice intern, Ruva Gwekwerere.

CPJ's public justice interns work along-side CPJ's staff for a full year. Interns 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's first internship began in September 2007 and has been an important source of insight, inspiration, and innovation at CPJ since. Interns provide valuable contributions to CPJ's internal and external work, and leave with greater knowledge, skills, and connections to fellow advocates and government policy-makers.

***Application deadline: May 12, 2024. Start date: September 3, 2024.***

## CITIZENS FOR PUBLIC JUSTICE

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

CPJ's mission is to promote *public justice* in Canada by shaping key public policy debates through research and analysis, publishing, and public dialogue. We understand *public justice* as the political dimension of loving our neighbours. Focusing specifically on federal, domestic policies, CPJ encourages members of civil society, institutions, and governments to support policies and practices that reflect God's call for love, justice, and the flourishing of all creation.

Established 60 years ago, CPJ is constantly evolving to deepen our analysis, strengthen our solidarity with those most impacted by our policy issues, and increase our impact. In 2022, CPJ released our public Equity & Anti-Oppression Statement, available at [cpj.ca/eao](http://cpj.ca/eao), and we continue to learn and practice how to live into these commitments in our internal and external work.

### PUBLIC JUSTICE INTERNSHIP

CPJ's Public Justice Internships are intended to provide a unique opportunity for young people to engage in public policy work as well as contributing fresh insights and capacity to the work of CPJ.

Thanks to the financial support of our committed donors, CPJ is pleased to offer a paid internship opportunity once again for 2024-2025. The public justice intern will be specifically tasked with strengthening CPJ's research and advocacy work on climate justice, refugee rights and/or poverty in Canada. This includes working closely with CPJ staff, as well as with the wider community of CPJ members and partners.

Starting September 3, 2024, the Public Justice Intern will work along-side CPJ's staff for one year, assisting us in our work on **refugee and migrant rights, climate justice, poverty in Canada**, or some combination of the three. The intern will work alongside CPJ staff and be actively engaged in a variety of work, including research, policy analysis, meeting with MPs and political staff, as well as engaging with CPJ members, the media, and other members of civil society.

## PUBLIC JUSTICE INTERNSHIP

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### TERMS

- Full-time, based in Ottawa, for one year from September 3, 2024 to August 31, 2025. CPJ may also consider remote, virtual internships on a case by case basis.
- Stipend of \$42,500.
- Inclusion in CPJ's employee health plan.
- Up to 20 days paid vacation.

### BENEFITS

- Direct experience with domestic, federal policy analysis and the political decision-making worlds of the federal government and of nation-wide advocacy movements.
- Structured learning opportunities relating to the meaning and implications of being “inspired by faith to act for justice,” how to conduct and disseminate public policy analysis, operations of a non-profit organization, and navigating Parliament Hill and federal government structures.
- Opportunities for networking and collaborating in the non-profit sector and in the federal government.
- Opportunities to develop a policy-specific resume or CV, including opportunities for publications, speaking engagements, and event coordination.

### 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, reports, and articles.
- Drafting policy memos, fact sheets, op-eds, and letters to the editor with review from CPJ staff.
- Tracking legislation, monitoring policy debates, and media monitoring.
- Participating in and contributing to policy briefings and staff meetings, including strategic planning.
- Helping organize events, consultations, and workshops.
- Assisting in communications, outreach, and engagement with MPs, political staff, department officials, media, advocacy partners, CPJ members, and other members of civil society.
- Learning and operationalization related to CPJ's Equity and Anti-Oppression Statement (available at [cpj.ca/eao](http://cpj.ca/eao)).
- General office duties as appropriate.

## QUALIFICATIONS

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 young university graduates with strong writing, research, and communication skills and a lively interest in public policy. We value the unique insights of those with lived experience related to our policy areas of poverty, climate justice, and refugee rights, as well as those who are familiar with intersectional approaches to policy research and advocacy.

### *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 strong affinity with [CPJ's core guidelines documents](#).

### *Specific qualifications:*

- Demonstrated interest in public justice framing of public policy.
- Demonstrated commitment to ongoing learning and practice of intersectional, anti-oppressive approaches.
- Demonstrated research skills and developing skills in policy analysis.
- Good communicator – written, oral, and interpersonal 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).

CPJ's team is a relatively small work community. We seek new persons who have the flexibility to thrive in a small office, and—in the event of public health restrictions—to work independently from home. 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 and representation of people with lived experience related to our policy issues within our team. CPJ will endeavour to hire qualified applicants who expand the diversity of our organization and demonstrate a commitment to applying an interdisciplinary, intersectional, rights-based, anti-oppression framework to our research and advocacy.

## PUBLIC JUSTICE INTERNSHIP - *HOW TO APPLY*

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### DATES

Application deadline: May 12, 2024.  
Interviews to begin late May, 2024.  
Decision to be made by mid-June, 2024.  
Start Date: September 3, 2024.

### APPLICATION

Please submit the following materials in PDF or MS Word, by email only to [jobs@cpj.ca](mailto:jobs@cpj.ca) by May 12, 2024.

You must include the subject line: "Public Justice Intern Application."

1. Letter of application addressed to "Willard Metzger, Executive Director."

In the letter (no more than one page) describe the nature of your interest in the internship and how and why this is the right opportunity for you. Please also describe your key skills and background that directly relate to the tasks and qualifications outlined in this package.

2. CV/Resume

Please include your address, phone and email address.  
Please also indicate whether you have already developed related expertise in research and/or advocacy related to climate justice, refugee and migrant rights, or poverty in Canada, whether through your academic, work, volunteer, or lived experiences.

*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)*