



INTERNSHIP OPPORTUNITY WITH Jane's Walk Toronto Summer 2011

POSITION: Intern

LOCATION: Toronto, ON

DESCRIPTION OF THE HOST ORGANIZATION: See: <http://www.janeswalk.net/>

Jane's Walk celebrates the ideas and legacy of urbanist Jane Jacobs by getting people out exploring their neighbourhoods and meeting their neighbours. Free walking tours held on the first weekend of May each year are led by locals who want to create a space for residents to talk about what matters to them in the places they live and work. Since its inception in Toronto in 2007, Jane's Walk has expanded rapidly. In May of 2009, 424 walks were held in 68 cities in nine countries.

The 2011 walk will be held the weekend of May 7-8.

DUTIES/RESPONSIBILITIES OF INTERN: The intern will assist in the follow-up and evaluation activities following the annual Jane's Walk including assessment and analysis of the outputs and outcomes of the event.

Interns may:

- Assist in the facilitation of focus-groups and interviews
- Process participant data and feedback
- Gather and synthesize media reports on the organization
- Assist in the preparation of the organization's reports and newsletters
- Provide social media support for the organization using Facebook, Delicious, etc.
- Provide other assistance to the organization's staff as needed

The intern is encouraged to develop research projects in support of Jane's Walk's mandate on the following issues:

- Community-level social and economic analysis related to issues of urban walkability, the place of immigrant and other marginalized groups within their communities, or other issues depending on the interest of the intern.

DATES: The intern is needed from May 2 to mid-July, 2011 (end date is negotiable).

The intern **must** be available the weekend of May 7 & 8 to participate in the annual Jane's Walk activities.

HOURS: This is a part-time internship of 15 – 20 hours/week and hours may be negotiated with the internship supervisors.

Students must complete at least 150 hours of work if they are pursuing academic internship credit.

REQUIREMENTS:

- Faculty of Arts (BA, BASc) students in all departments and programs are eligible
- Arts Students in the following departments are particularly encouraged to apply: Sociology, Geography, History, Environment.
- Very good interpersonal skills: outgoing personality, good listening skills
- Facilitation experience is an asset
- Student must be returning to their studies at McGill in Fall 2011

REMUNERATION: This internship is unpaid.

COSTS: The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

TRAVEL ARRANGEMENTS: All travel arrangements related to the internship are the responsibility of the intern.

ACCOMMODATIONS: Finding suitable lodging during the internship is the responsibility of the intern.

INTERNSHIP AWARDS: Successful applicants will be eligible to apply for Faculty of Arts Internship Awards. See <http://www.mcgill.ca/arts-internships/awards/apply> for more information.

INTERNSHIP CREDIT: Successful applicants are encourage to receive academic internship credit through their department. See <http://www.mcgill.ca/arts-internships/departments> for more information.

HOW TO APPLY: Students must submit both electronic applications by e-mail and hard copies in person:
In person, to Leacock room 307:

- One copy of the application form
- Cover Letter addressed to Anne Turner, explaining your motivations for applying and why you are a good candidate. One page max.
- C.V. (résumé)
- Official McGill transcript printed in a sealed envelope (note: This must be ordered on Minerva in advance)

By e-mail to aio@mcgill.ca from your Official McGill E-mail Address:

- The application form saved as firstname.lastname_Application.doc
- Cover Letter and C.V.
- **Guidelines:**
Please submit your CV and Cover Letter together in one document.
Please use the following file-name format: firstname.lastname_CV
(ex.: james.mcgill_CV.doc or james.mcgill_CV.pdf)
The AIO will only consider applications received from students' official McGill e-mail accounts

Please Note:

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

APPLICATION DEADLINE: January 28, 2011

INTERNSHIP TRAINING MODULE:

Successful candidates are required to attend the Faculty of Arts Interns Information Session: March 17, 2011 (evening session) and other sessions, as necessary.

FOR MORE INFORMATION

Faculty of Arts, McGill University
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