

EMPATHY WEEK INTERN (Part-Time, Volunteer)

Humainologie | The Calgary Centre for Global Community

About Humainologie

Humainologie creates and curates multi-media content (such as films, visual art, performances, and other forms of expression) as a way to remove barriers to human connection, to increase empathy for one another, and to stimulate individual ability and openness to make new connections and to deepen existing ones.

About Calgary Centre for Global Community

Calgary Centre for Global Community (CCGC) provides education, engagement and research opportunities to enhance and expand Calgarians' capacity for responsible, well-informed, effective global citizenship. Our work recognizes the interconnectedness of local and global issues and their impact on the well-being of our communities.

About the Role

The EMPATHY WEEK Intern is a part-time, volunteer role reporting to the Director, Operations. The Intern will work closely with the Director, Operations in order to support the Empathy Week project of Humainologie and the CCGC. The position runs December 1, 2018 through June 30, 2019.

About our Team

Our team comprises action-oriented optimists who are dedicated to creating a world that is safer, healthier, kinder and more peaceful for everyone. We work cooperatively and creatively demonstrating flexibility in organizing and undertaking work; showing a high degree of initiative, discernment and resourcefulness; exhibiting excellent communication and relational skills; demonstrating thoughtfulness and intelligence in decision making; and honouring the values of truth, honesty and humility.

Key Accountabilities and Deliverables

- A. Prepare, in consultation with the Director, Operations, the 2019 Request for Proposals (RFP) for community partners in Empathy Week 2019.
- B. Research and propose appropriate community organizations and individuals to include on the list for dissemination of the RFP.
- C. Circulate the RFP to appropriate community organizations and individuals, according to the agreed-upon list provided by November 30, 2018.
- D. Review submissions and recommend programs for inclusion in Empathy Week 2019.
- E. Assist in the creation and dissemination of promotional material, including posters, programs, media releases, etc., in the period January 15 – May 30, 2019.
- F. Manage social media and website updates prior to and during Empathy Week.
- G. Volunteer at Empathy Week events as mutually-agreed upon.

Education, Skills & Experience

- Excellent interpersonal and written communication skills
- At least two years of post-secondary education
- High attention to detail
- Ability to manage a variety of simultaneous work and deadlines
- Ability to work both independently and as part of a team
- Passionate about the work of Humainologie and the CCGC
- Event planning, graphic design and research skills are assets