

HUMANS OF CALGARY 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 Humans of Calgary 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 Humans of Calgary project of the CCGC. This position runs December 1, 2018 through March 31, 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

- Assisting with the recruitment and management of volunteers for the Humans of Calgary project by January 15, 2019;
- Photographing and/or interviewing participants in the Humans of Calgary project;
- Transcribing and/or editing interviews;
- Posting photographs and interviews on social media (Facebook), subject to approval of Humans of Calgary;
- Sharing administrative responsibility for maintaining the Humans of Calgary Facebook page.

Training will be provided prior to assignment. Equipment will be provided, although owning and understanding proper use of personal equipment (camera, etc.) would be an asset.

Time Commitment: Average of 5 hours per week. Work may be assigned during the day, evenings and/or weekends, at times mutually agreeable to the intern and Humans of Calgary.

Education, Skills & Experience

- Excellent interpersonal and written communication skills, including transcription and editing
- At least two years of post-secondary education
- Photography and interview experience, especially street photography
- Volunteer coordination experience
- Event planning and social media management
- 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 The Humans of Calgary and Humainologie