



# Job Opportunity

## Project Ploughshares Peace and Human Security Intern

Founded in 1976, Project Ploughshares is an operating division of The Canadian Council of Churches with a mandate to work with churches, governments, and civil society, in Canada and abroad, to advance policies and actions that prevent war and armed violence and build peace.

**Position Type:** Part-time (4 days/32 hours a week for 8 weeks)  
**Location:** Waterloo, Ontario  
**Starting date:** flexible (starting between June 4<sup>th</sup> and July 9<sup>th</sup> 2018)  
**Salary:** \$14.00/hour

### Job Description:

Project Ploughshares is seeking a part-time Peace and Human Security Intern to join its staff team and contribute to the planning and implementation of strategies and programs that advance the mandate and objectives of Project Ploughshares. Duties will generally include:

- prepare research summaries and fact sheets related to particular issues;
- assist in preparation of briefs and reports;
- assist in communication and engagement initiatives;
- take part in policy discussions.

This position reports to the Director of Operations, the Peace and Human Security Intern will also be supervised and mentored by a Project Ploughshares Program Officer.

### Qualifications:

- post-secondary education preferably in a related field (international studies, political science, security studies, public policy, international development, history, peace and conflict studies);
- a strong interest in peace issues, and support for the mission and work of Project Ploughshares;
- excellent oral and written communication skills (English);
- demonstrated ability to take initiative, to work independently, to work under pressure and to meet deadlines;
- experience in research, writing, and policy analysis;
- demonstrated ability to express ideas and communicate effectively.

### To be eligible, as per Canada Summer Jobs requirements, students must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time student during the preceding academic year
- intends to return to school on a full-time basis during the next academic year;
- a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

### Application procedure and deadline:

Submit letter and resume, and a writing sample including names, addresses, and telephone numbers (indicating home or business) of three references by **noon Tuesday, May 22, 2018** to:

Matthew Pupic, Director of Operations  
Project Ploughshares  
140 Westmount Road North, Waterloo ON N2L 3G6  
mpupic@ploughshares.ca

We thank all candidates for their interest, but only those under consideration will be contacted.

Check [www.ploughshares.ca](http://www.ploughshares.ca) for more information on Project Ploughshares.