Position: VIPIRG Project Intern  
Location: Victoria, BC  
Position Type: Part-time with remote work possible (15hrs/week)  
Compensation: $300/month

About VIPIRG:  
VIPIRG is a Victoria-based non-profit organization that carries out research, education, and action in the public interest.

In addition to publishing research and a peer reviewed journal, we offer various community resources, such as a library and textbooks, scholarships and grants. VIPIRG also hosts monthly events and an annual conference.

Position Overview:  
VIPIRG is seeking bright, creative, and hard-working interns to play pivotal roles in the running of a youth-focused entrepreneurial non-profit. Interns will assist with a wide range of projects at VIPIRG. Because of the small size of our staff, the interns will be empowered and supported in overseeing significant projects across different work domains. Interns will work closely with VIPIRG staff and will gain a first-hand understanding of the day-to-day operations of VIPIRG.

The interns will work closely with VIPIRG staff in the following areas:

- Assisting with VIPIRG campaigns and events  
- Developing marketing messaging and social media content  
- Support internal and external communications projects  
- Assist with fundraising (grant research, grant writing, donor research, event support)  
- Provide logistical support for VIPIRG’s annual conference

Required:

- Excellent attention to detail and organizational skills  
- Excellent writing skills  
- Strong internet research skills  
- Flexibility and enthusiasm for taking on a variety of projects as they arise  
- Have demonstrated strong interest in social justice and/or issues facing youth.
Preferred:

- Cross-cultural working or learning experience
- Experience with office / non-profit administration
- Experience with conference planning and execution
- Experience with sustained and people-focused engagement, such as being a camp counselor, resident assistant, sports team captain, etc

Application Instructions:
If interested, please send a resume and answers to the following three questions to hiring@vipirg.ca with the subject line “Project Intern”. No cover letter required.

Please limit your answer to each question to 300 words (600 words total for all three questions):

1. Why do you think you would be a great intern at VIPIRG? And why would you like to work at VIPIRG specifically? (If you would like to focus on Operations, Events, Fundraising, or Communications during your internship please indicate your preference and explain why you want to focus on that area).

2. Tell us about a time when you were responsible a project from start to finish: what was the project and what kind of process did you use to complete it? What were the outcomes of this project? If you worked with others on this project, how did you communicate with them to reach those outcomes?