



Position: CREAN Project Intern

Location: Victoria BC office or remote

Position Type: Part-time (10-15hrs/week)

Timeline: Interns accepted on a rolling basis

Compensation: \$300/month

About CREAN:

Coastal Research, Education, and Advocacy Network (formerly Vancouver Island Public Interest Research Group) empowers vulnerable youth through research, education, and advocacy.

Our community-based research informs our services, with the intention of deepening connections and improving the lives of youth, families, and their communities. We work closely with residents and community leaders to advocate, both locally and nationally, on behalf of youth to make our city a better place to live.

Position Overview:

CREAN 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 CREAN. 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 CREAN staff and will gain a first-hand understanding of the day-to-day operations of CREAN.

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

- Assisting with CREAN's research, 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 CREAN's annual conference

Required:

- Excellent attention to detail and organizational skills
- Excellent writing skills
- Strong 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 (in one pdf) to [hiring@creansociety.ca](mailto: hiring@creansociety.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 CREAN? And why would you like to work at CREAN 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 for 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?