



Job title	Operations Intern
Job location	Action Against Hunger Canada Head Office – Toronto
Direct supervisor	Senior Program Manager
Type of position	Full time paid internship
Duration	3 months

Founded in France in 1979, Action Against Hunger is one of the world's most important international humanitarian organizations, although we are unique in targeting malnutrition as the focal point of our programmes. Our focus on hunger and its underlying causes leads to profound and positive changes in the most vulnerable communities where we work. Malnutrition is treatable and affordable. We are respected innovators, our research is widely published and we have a reputation for results. The Action Against Hunger network now works in more than 45 countries with more than 7,000 staff and volunteers.

Action Against Hunger is seeking a **current university student, current graduate student, or recent university graduate** who is interested in interning and providing a wide range of communications, project management, research, and general support to Action Against Hunger Canada Operations team. In return, Action Against Hunger will provide an opportunity for the intern to gain experience in and familiarity with areas such as Maternal, Newborn and Child Health programming, nutrition surveys in emergencies, international development, and the day-to-day operations of a non-profit organization with a global reach.

Specific Responsibilities:

Responsibilities include, but are not limited to, the following:

Project Communications

- Prepare content and formatting of regular project newsletters in collaboration with project teams.
- Contribute to the preparation of social media (particularly Twitter and LinkedIn) and online content for project updates.
- Collect background nutrition information on emergency nutrition crises and/or complex emergencies including country mapping and profiling.
- Research and produce summaries on maternal, newborn and child health news in Canada, Latin America, and East Africa.
- Prepare content for brochure with case studies and lessons learned from technical field support and trainings.
- Assist in the production of project presentations and/or communication materials to potential donors or external stakeholders.

Research and Technical Development

- Conduct a mapping exercise of foundations and corporations with an interest in public health and technology.
- Contribute to a mapping exercise of all nutrition security related actors working in Canada.

Project Management

- Assist in the elaboration of project reporting to donors.
- Assist in the logistics and preparation of project meetings, workshops and trainings.
- Update and maintain projects' monitoring plan, consultant roster and training database.
- Participate in project coordination meetings and produce meeting minutes.
- Support Program Managers to ensure that all project documentation is organized and accessible for all project stakeholders.
- Assess the costs to develop educational videos for the projects.

Learning and Development

- Develop technical understanding on the various steps on how to plan and analyze field nutrition surveys.
- Develop technical understanding of maternal, newborn and child health programming.
- Develop general understanding of Global Affairs Canada compliance and ways of working.

Qualifications

- Undergrad or post-graduate Degree in International Development/Nutrition/Public Health/Epidemiology/Statistics or a mix of relevant study and work experience;
- Strong writing and research skills;
- Desire to learn more about humanitarian and development programming, specifically Maternal, Newborn and Child Health and Nutrition projects;
- Creative and detailed-oriented;
- Positive attitude, strong analytical and organisation skills.
- Ability to follow instructions and also work independently;
- Excellent knowledge of MS Office Applications;
- Fluency in the English language;
- A demonstrated commitment to Action Against Hunger's mission and values.
- Experience with Adobe Creative Suite considered an asset
- Previous experience and comfort with a variety of social media apps and creating social media content considered an asset;
- Experience and comfort with MailChimp and WordPress considered an asset;
- Previous knowledge or experience of designing and implementing surveys considered an asset;
- Ability to read and write in Spanish and/or French is a valuable asset.
- Candidates must currently be legally entitled to work in Canada.

Hours and Start Date

Flexible within business hours (9:00 am to 5:00 pm). Position would start at the beginning of May 2017.

How to apply

We are looking for a motivated individual to complement the Action Against Hunger Canada team. If you are interested in this position, please send your resume and cover letter to kcorker@actioncontrelafaim.ca. In the subject line, please indicate Operations Intern. **Application closes March 31st at 11:59 pm.**

To learn more about Action Against Hunger, visit our website at www.actionagainsthunger.ca