

# Internship in Political Studies Partner Roster



5 June 2024

## **Agnes Etherington Art Centre (Queen's University)**

### **Description**

Situated on Anishinaabe, Huron-Wendat and Haudenosaunee territories, Agnes is a curatorially-driven, research-intensive professional art centre proudly serving a dual mandate as a leading, internationally recognized public art gallery and active pedagogical resource at Queen's. By commissioning, researching, collecting and stewarding works of art, and by exhibiting and interpreting visual culture through an intersectional lens, Agnes creates opportunities for participation and exchange across communities, cultures, histories and geographies.

### **Website**

<https://agnes.queensu.ca/>

### **Internship**

Agnes is poised to play a sector-leading role in Canada's cultural futurities through ongoing experimentation, risk-taking, re/evaluation and our commitments to curatorial innovation—approaching even our historical holdings through a sense of dialectic contemporaneity. As a category A museum with street cred, we exemplify how museums of the past can inhabit the future; we advance social justice as we enact the work of decolonization to paradigmatically shift contemporary museology as a core institutional practice. We embrace our complexity, transforming the cultural milieu of our locality—the first capital of Canada— Kingston.

Agnes has an unprecedented opportunity to reimagine the social, civic and pedagogical role of the 21<sup>st</sup>-century museum in tandem with a community-engaged architectural design process, ensuring museums of Canada's cultural future no longer look like those of Canada's colonial past. We are building the apparatus – and the new architectures – to do this in Agnes Reimagined, our new facility planned for 2026.

These values define our work:

- We are civic! We believe encounters with original works of art contribute to reflexive self-understanding: at the intersection of pedagogy and civic responsibility lies art's ability to transform social imaginaries.
- We are social! We work responsively to nurture and sustain expressions and exchange of diverse cultural perspectives. Our institutional practices/policies must play a role.
- We are advocates! We endeavor to protect and enhance the artistic integrity of artists with whom we work, communities whom we serve, and artworks in our care.
- We are future-oriented! We believe in art's worldmaking potential: art institutions play an integral role in advancing inclusive futures.

Many of our projects are relevant to the Internship in Political Studies program and we will work with the intern to find the right fit.

**Special requirements**

Police or vulnerable sector check may be required depending on the intern's project.

### **Association canadienne-française de l'Ontario, Conseil régional des Mille-Îles (ACFOMI)**

**Description**

ACFOMI strives to welcome, develop, fulfill, and vitalize the French-speaking community in the Thousand Islands region through diversified programming and services.

**Website**

<https://www.acfomi.ca/>

**Internship**

L'ACFOMI a trois secteurs d'activités qui pourraient intéresser le ou la stagiaire. Cette personne pourra décider de travailler pour un ou plusieurs de ces secteurs. Nous offrons des services aux francophones, des services d'établissement pour les nouveaux arrivants immigrants et des services d'employabilité.

1. Francophonie : l'ACFOMI est souvent appelée à représenter les intérêts de la francophonie, des nouveaux arrivants immigrants francophones ou encore des personnes utilisant nos services d'employabilité auprès de différents groupes d'intérêt de Kingston et de la province. Le ou la stagiaire pourra représenter les francophones des Mille-Îles, participer à des événements avec nos partenaires communautaires ou s'impliquer dans le processus de demande de subvention et de partenariat.
2. Établissement : Le ou la stagiaire pourra travailler à développer de nouvelles activités pour les bénéficiaires de nos services ou s'impliquer dans le processus administratif de production de rapport auprès de nos bailleurs de fonds.
3. Employabilité : Le ou la stagiaire pourra s'informer des autres services disponibles dans la communauté pour nous permettre de mieux référer nos clients vers les ressources qui ne sont pas liées à l'emploi.

Nous encourageons l'innovation et sommes ouverts à tout projet qui profitera à notre organisme.

**Special requirements**

Students must be able to speak, read, and write French fluently to apply for this placement.

### **Cataraqui Conservation**

**Description**

Cataraqui Conservation is a community-based environmental protection and advisory agency, created in 1964 by the Province of Ontario at the request of municipalities within the Cataraqui watershed. Its core mandate is to work in partnership with local municipalities, provincial and federal government agencies, environmental organizations, and the general public to monitor and protect water, natural habitats, shorelines, and promote sustainable living in our community.

**Website**

<https://cataraquiconservation.ca/>

**Internship**

Cataraqui Conservation owns and manages over 4700ha of property in the region. These properties have a variety of purposes that include natural hazard protection, ecological preservation and public recreation in the form of trails, education programs and facilities. Due to recent legislative updates to the Conservation Authorities Act and Provincial requirements, Cataraqui Conservation will be reviewing and updating existing property master plans and policies into a comprehensive Conservation Area Strategy. The primary task of an intern would be to assist with a project to meet these provincial requirements, part of which is to assist in the development of the Conservation Area Strategy for the Conservation Lands Program.

**Special requirements**

The Cataraqui Conservation office is only accessible by car.

### **Citizen Engagement and Ethnocultural Services (Regional Headquarters, Correctional Service of Canada)**

**Description**

The Correctional Service of Canada provides the care and custody of men and women who are serving a sentence, imposed by the Courts, for two years or more. Offenders belonging to Ethnocultural minority groups often have specific needs based on race, language, culture, or belief system. The Ethnocultural Services Department works to address these needs to help preserve and promote cultural identity and practices. Interventions, services and activities are in place to ensure the specific needs and cultural interests of Ethnocultural offenders are identified and met.

**Website**

<https://www.csc-scc.gc.ca>

**Internship**

The intern will work closely with the manager of department to provide an overview of the available services and will work on micro-missions and small projects which will aim to provide an overview of how the CSC works with other government departments within the Public Safety portfolio in meeting our mandate.

**Special requirements**

Police record check for Canada and all other countries of prior residence.

### **Climate Leadership (City of Kingston)**

**Description**

The City of Kingston's Climate Leadership Division leads and supports climate actions identified by Council in its [Strategic Plan](#) under the Pillar "Lead Environmental Stewardship and Climate Action. Staff's role is to facilitate projects and change throughout the community and within the organization in the implementation of the City of Kingston's [Climate Leadership Plan](#).

**Website**

<https://www.cityofkingston.ca/city-hall>

**Internship**

The Climate Leadership intern would provide support to various Climate Leadership Division initiatives, which could include conducting a scan of environmental research and best practices, assisting with draft communications, reviewing documents, and collaborating with various

departments to provide support to projects contained within the Strategic Plan under the pillar “Lead Environmental Stewardship and Climate Action”. This could include research in matters such as (for example): exploring options for a bike sharing program; exploring opportunities to support the community’s transition to alternative energy; education program on water conservation in the community and the potential to achieve Nature Canada’s Bird Friendly Certification.

**Special requirements**

Police record check for Canada and all other countries of prior residence.

**CNIB Kingston**

**Description**

Founded in 1918, CNIB is a non-profit organization driven to change what it is to be blind today. It delivers innovative programs and powerful advocacy that empower people impacted by blindness to live their dreams and tear down barriers to inclusion. Its work as a blind foundation is powered by a network of volunteers, donors and partners from coast to coast to coast.

**Website**

[www.cnib.ca](http://www.cnib.ca)

**Internship**

This internship will assist with driving forward our advocacy, government relations, and public policy work alongside our advocacy staff and volunteers. It will provide the opportunity for a Political Studies student to put their education and knowledge into practice through their involvement in making impactful, lasting change in our communities and implementing best practices in advocacy and government relations to meet our advocacy goals.

- Working alongside the regional Advocacy Lead to implement CNIB’s Accessible Community Engagement campaign in the Kingston area, through researching stakeholders and canvassing local businesses and organizations to build partnerships and create a culture of accessibility.
- Support and coordinate activities related to CNIB’s advocacy campaigns at the local, regional, and national levels.
- Develop materials to effectively implement provincial advocacy and government relations initiatives, including correspondence to government officials.
- Conduct research to support CNIB’s provincial advocacy initiatives, including research into relevant legislation and regulation that relates to a particular issue affecting people with sight loss.
- Provide communication support such as content creation, key messages and social media that are used for our advocacy campaigns.
- Assist in working with individuals who are blind or partially sight that require 1:1 advocacy support in resolving an issue.
- Help with the delivery of advocacy programs.
- Assist with in-person activities at the Kingston office as required.

**Special requirements**

Police record check for Canada and all other countries of prior residence, Covid-19 vaccination, and three references.

## **Communications (Regional Headquarters, Correctional Service of Canada)**

### **Description**

The Correctional Service of Canada provides the care and custody of men and women who are serving a sentence, imposed by the Courts, for two years or more. The Communications department provides advice and recommendations to senior management in the region and acts as the voice of CSC, responding to media and public enquiries. It participates in projects and liaises with clients to develop, prepare, implement, and deliver communication products and services such as news releases, proposals, presentations, stories and a variety of multimedia material.

### **Website**

<https://www.csc-scc.gc.ca>

### **Internship**

The intern will work closely with the manager of department to provide an overview of the available services and will work on micro-missions and small projects which will aim to provide an overview of how the CSC works with other government departments within the Public Safety portfolio in meeting our mandate.

### **Special requirements**

Police record check for Canada and all other countries of prior residence.

## **Community Foundation for Kingston & Area**

### **Description**

Established in 1995, CFKA is a local registered charitable public foundation with a mandate to connect the generosity of donors in the Kingston region with local charities addressing urgent and emerging community needs. Its endowment fund model allows it to invest in the community in perpetuity across our funding priorities: Arts & Culture, Children's Mental Health, Community Development, Education & Literacy, Environment, Health & Social Services, Heritage Preservation, Recreation, and Youth. With over \$33.5 million in invested funds held in trust, the Foundation has granted over \$14 million to date to over 360 charities. Its Community Grants Program has funded hundreds of local projects that have resulted in meaningful and lasting impact, both small and large, in our community.

### **Website**

<https://cfka.org/>

### **Internship**

The intern will have the opportunity to support CFKA staff with day-to-day administration and coordination of special projects. The intern will gain an understanding of the core operations and functional role of a Canadian charitable organization, including advancement services, fundraising, communications, donor relations, and finance & operations. They may have the opportunity to work on some or all the following activities:

- Work under the guidance and supervision of team members to support the day-to-day workflow of the organization and assigned special projects.
- Maintain office filing system by regularly updating key documents and reorganizing or collating information as and when required.
- Perform basic data entry functions and prepare documents for distribution.
- Conduct basic research, perform analysis, and input data.

- Plan, organize, coordinate, and manage daily assigned work.
- Assist with critical communications functions.

## Community Living Kingston and District

### Description

Community Living Kingston and District (CLKD) is a developmental service organization that supports approximately 750 individuals with an intellectual disability, both children and adults, through nine accredited programs. The organization began in 1953 when parents of disabled children came together to form an Association to provide mutual support, develop services and advocate for a more inclusive community where everyone belongs. That mission and spirit continue to drive the activities of CLKD to this day.

### Website

<https://myclkd.ca/>

### Internship

There are a number of strategic priorities and emerging critical issues that would be an appropriate area of focus for the intern from Queen's. These include, but are not limited to, changes in funding and legislation for particular programs, disability rights issues, developing unique and creative models of service that address crisis situations, collaborating with other sectors such as addictions and mental health, and confronting issues of accessibility and citizenship. The main point of contact for the student will be the Executive Director, although collaboration with other stakeholders (management, staff, parents, persons served, government) will also be part of the learning experience.

CLKD is part of a confederation of more than 100 other local Community Living organizations spread across Ontario. Many of the issues that require attention and action have a provincial component, so the work of the intern will likely include broader context learning and may require connecting with others locally, regionally, and beyond. Like all other staff members, students and volunteers, the intern will be contributing to the mission of the organization: *To provide support for individuals with an intellectual disability and advocate alongside them so they are welcome, included, and have every opportunity to participate fully in their community with dignity and independence.*

### Special requirements

Police record and vulnerable sector checks for Canada and all other countries of prior residence.

## Constituency Office of Member of Parliament Mark Gerretsen

### Description

Mark Gerretsen has been the Member of Parliament for Kingston and the Islands and a member of the Liberal Caucus since 2015. In 2021 he was appointed Parliamentary Secretary to the Leader of the Government in the House of Commons (Senate). He is also currently a member of the Standing Committee on Procedure and House Affairs.

### Website

<https://markgerretsen.libparl.ca/>

### Internship

This internship is located at MP Mark Gerretsen's constituency office, where all activities connecting MP Gerretsen and the House of Commons to the constituents of Kingston and the Islands takes place. The tasks involved in this position would include drafting letters and emails to constituents, drafting remarks for both local and parliamentary events, policy and legislative research related to the federal government, background research on topics of relevance to Kingston and the Islands, helping track bills, and identifying and monitoring specific issues.

**Special requirements**

Police record check for Canada and all other countries of prior residence.

**Equity, Diversity & Inclusion (City of Kingston)**

**Description**

The City of Kingston's Equity, Diversity & Inclusion Office leads and supports various initiatives within the corporation and the community to ensure that corporate services, policies, and programs support and represent the diverse communities in Kingston.

**Website**

<https://www.cityofkingston.ca/city-hall>

**Internship**

The Equity, Diversity & Inclusion (EDI) office intern would provide support to various EDI initiatives, which could include conducting environmental scan and research of best practices, assisting with draft communications, reviewing documents, and collaborating with various departments to provide support to projects and ensure an EDI lens is applied to corporate programs, projects and initiatives that support organizational goals and strategic priorities. Candidates must have a basic understanding of Equity, Diversity, and Inclusion, understanding of working with community groups, and lived experience as a member of Black, Indigenous, or other racialized communities is an asset.

**Special requirements**

Police record check for Canada and all other countries of prior residence.

**Fort Henry Guard Club of Canada**

**Description**

Located in Kingston at the confluence of the St Lawrence River, Rideau Canal system, and Lake Ontario, Fort Henry is one of Canada's most recognizable tourist destinations. Since its opening as a "living history" museum in 1938, Fort Henry has been home to the world-famous Fort Henry Guard, a civilian reenactment unit. The Fort Henry Guard Club of Canada is a not-for profit organization that connects Guard alumni from across the world and advocates for the continuation and development of the Fort Henry Guard.

**Website**

<https://www.forthenryguardclub.ca/>

**Internship**

The Fort Henry Guard Club of Canada's intern will be fully integrated into the governance and operations of this not-for-profit organization over the course of the term, including strategic management, fundraising, event-planning, and lobbying strategy. The intern will therefore gain practical experience in a suite of skills in high demand in the not-for-profit and political consulting sectors. Specifically, the intern will support the monitoring of the organization's multi-year

strategic plan through the translation of multi-year priorities to individual strategic initiatives. The intern will work with our experienced fundraising team to explore donor development, and assist in the development of alumni engagement events. The intern will also collaborate with our Board of Directors to develop a lobbying strategy that engages a variety of government stakeholders. In addition to the practical skills that will be transferrable to a variety of not-for-profit sector and consulting workplaces (partisan and nonpartisan), the intern will develop a strong knowledge of Fort Henry, as well as the tourism sector in Kingston and Ontario.

## **Greater Kingston Chamber of Commerce**

### **Description**

The Greater Kingston Chamber of Commerce is the oldest chamber of commerce in Ontario. It is committed to stimulating the growth and prosperity of the local business community, and seeks to influence public policy, be the catalyst for connectivity, and provide unique competitive advantages for our members.

### **Website**

<https://www.kingstonchamber.ca/>

### **Internship**

#### Policy

Support research alongside Policy Coordinator, such as reviewing and summarizing materials, addressing member questions and concerns and preparing correspondence for review.

Examples of work that is in progress and what a potential project could look like:

- Restaurant is seeking assistance in opening a patio in a certain district of the city
- Working with committees to address access to primary health care/physician shortage
- Consulting with stakeholders to ensure overreaching bylaws are not established (air conditioning bylaw not enacted in lieu of educational guidance)
- Preparing presentation to City Council on any number of concerns brought forward by the membership (above bylaw is an example)

#### Government Relations

Consult with public officials and stakeholders to exchange information, participate in committees work.

- Overcome objections of groups that don't see value of development.
- Create opportunities for members to contribute to new policy initiatives from officials (example: new city procurement policy)

#### Administrative Support

Prepare documents as needed (correspondence, agendas, reports, spreadsheets, presentations), often of a confidential nature. Other duties as required.

- Summarize city/Chamber committee and council meetings
- Assist in policy consultation with the Ontario and Canadian Chamber
- Assist in letter composition and delegation material for staff to present to council and committees

## **Girls Incorporated of Limestone, Algonquin and Lakeshore**

### **Description**



Girls Inc. provides life-changing programs and experiences that help girls navigate gender, economic, and social barriers. Their comprehensive approach addresses all aspects of a girls' life and helps her discover and develop inherent strengths. Girls receive programming to grow up healthy, educated, and independent.

**Website**

<https://www.girlsinclimestone.ca/>

**Internship**

Assistance with administrative, fund development and program facilitation activities under the supervision of the Girls Inc. Project Manager. This will include assistance with grant writing, social media planning and management, research surrounding the issues affecting girls, women and gender-impacted individuals, as well as fund development and marketing activities. A portion of this internship will also include working directly with school-age program participants during program hours to observe and participate in Girls Inc. programming.

**Special requirements**

Police record and vulnerable sector check for Canada and all other countries of prior residence.

### **Housing and Social Services (City of Kingston)**

**Description**

The Housing and Social Services Department is managing a wide variety of programs in the human services sector ranging from providing income support through social assistance, childcare subsidy and operational funding to childcare and EarlyON providers, managing the social housing funding and operations, development of affordable housing, supporting the homelessness system and providing support to the newly formed Community Development and Wellbeing Group on the facilitation and implementation of the community safety and wellbeing plan.

**Website**

<https://www.cityofkingston.ca/city-hall>

**Internship**

An internship in the Housing and Social Services Department will focus on researching a topic in one of the above mentioned areas that will help support a program change or initiative in the department or the broader community. A topic will be selected in collaboration with the student, based on their interest and the departments' needs at the time of the placement.

**Special requirements**

Police record check for Canada and all other countries of prior residence.

### **KCHC – Immigrant Services Kingston and Area**

**Description**

Immigrant Services Kingston and Area (ISKA) is part of Kingston Community Health Centres (KCHC), a multi-service and multi-site non-profit organisation that supports all aspects of health through all stages of life. ISKA serves newcomers to the area, and its main objective is to accompany them through their settlement journey to help make their transition as smooth as possible. It offers a variety of free services which include, but not limited to, filling out government documents, advocacy, and referrals.

**Website**

<https://kchc.ca/weller-avenue/immigrant-services/>

**Internship**

An intern could engage in activities such as helping staff in their everyday work, conducting research on topics such as best practices and ways to integrate new programs, looking for funding opportunities, proposing projects that might support our programming, and facilitating projects or programs. The everyday work includes things such as one-on-one appointments and group sessions with clients, including children, youth, women and men groups, and focusing on activities ranging from English Conversation Circles to ethnic cooking. Students who can speak another language are particularly welcome because we have many clients who speak no or very little English.

**Special requirements**

Police record check, vulnerable sector check, and up-to-date immunizations, including Covid-19.

**KCHC – Community Health**

**Description**

Community Health (CH) is part of Kingston Community Health Centres (KCHC), a multi-service and multi-site non-profit organisation that supports all aspects of health through all stages of life. CH empowers individuals and families to improve their health and build healthy communities, and makes special efforts to serve people who have a higher risk of poor health, and people who are having difficulty finding health care because of language or cultural barriers, poverty, or isolation. Its activities pay particular attention to the social, emotional and financial needs of its clients, since these are the pre-requisites of health.

**Website**

<https://kchc.ca/community-health-team/>

**Internship**

The intern will work alongside our staff on projects that improve community well-being. Projects include food security, intergenerational programming, social groups, and skills development. The intern will have the opportunity to learn about poverty issues directly from clients who are experiencing food insecurity and struggling with housing issues. In particular, the intern will be given the opportunity to research a poverty topic of their choosing, to learn first-hand about the struggles our clients face and researching potential solutions.

**Special requirements**

Police record check, vulnerable sector check, and up-to-date immunizations, including Covid-19.

**KEYS Newcomer Services**

**Description**

KEYS is the largest provider of comprehensive employment services in Kingston and its surrounding region and the largest provider of services to newcomers in the region. Founded in 1983, KEYS is a registered charity. It helps change lives. It is committed to supporting members of our community through compassionate action and mutual respect. It delivers programs and services to three primary populations in Kingston:

- Job seekers: Through individual and group services, KEYS supports job seekers of all ages and backgrounds to make short and long-term career goals, connect with employers and find meaningful employment.
- Employers: KEYS supports local and regional employers with training, recruitment and retention needs and with implementing EDI strategies within the workplace.
- Newcomers: KEYS offers English language training, specialized employment services and settlement services, including support for children & youth, digital literacy training and special events.

**Website**

<https://keys.ca/newcomer-services-en/>

**Internship**

Interns in Political Studies at KEYS Newcomer Services can expect to gain real-life experience in the field of newcomer services. Students will have the opportunity to complete a project related to migration and/or migrants in Kingston. Projects could cover topics such as anti-racism in schools or in the workplace, community supports for newcomer integration, international student issues, or another relevant topic. Interns will participate actively in the day-to-day activities of KEYS staff which will provide meaningful context to their project and studies more broadly. Specific hours of work and the project to be completed will be determined by KEYS in consultation with the intern themselves.

**Special requirements**

Police record and vulnerable sector check for Canada and all other countries of prior residence.

**Kingston Arts Council**

**Description**

The Kingston Arts Council (KAC) is the region’s primary resource for arts information and support. Through communications, programming, and advocacy, the KAC promotes the creation, development, and appreciation of the arts in Katarokwi/Kingston and supports artistic growth and engagement for arts organizations and artists at all levels of their careers. The KAC also administers key funding programs, the City of Kingston Arts Fund (CKAF) and the Nan Yeoman’s Grant for Artistic Development.

**Website**

<https://www.artskingston.ca/>

**Internship**

An internship at the KAC will provide the unique opportunity to learn about the arts sector in Katarokwi/Kingston from the perspective of the region’s primary arts service organization. The KAC provides direct services to local artists and arts organizations while also maintaining a close working relationship and Service Level Agreement with the municipality. The KAC’s mission is to provide strategic leadership and services for the arts – as funder, leader, advocate, resource, and facilitator of opportunities – in Kingston and the surrounding area. KAC’s key activities include professional development programming, grants administration, resource sharing, and advocacy at the local and provincial level.

The KAC intern would have the opportunity to participate in the regular operations of the organization and/or develop a focused project. Possible areas of engagement include: CKAF

Grants outreach and administrative support, advocacy, impact evaluation, funding research, programming support, attending Committee meetings, and community outreach.

## **Kingston Police**

### **Description**

Kingston Police is the municipal police organisation for the City of Kingston. It defines its mission as protecting and promoting safety and quality of life for everyone in the city of Kingston through proactive community-based and problem-solving policing.

### **Website**

<https://www.kingstonpolice.ca/>

### **Internship**

Working collaboratively with Senior Management, the Equity, Diversity & Inclusion officer, and the Media Relations officer, the intern will develop an internal and external communications strategy with a goal to increase trust and confidence in policing. The communications strategy will include both government and community relations, as well as media and internal communication. Drawing on their established knowledge base and research skills, the intern will need to consider the complex nature of policing and its associated confidentiality requirements while simultaneously incorporating courses of action that ensure inclusive and respectful communications.

### **Special requirements**

Police record check for Canada and all other countries of prior residence, reference check, and confidentiality agreement.

## **Limestone District School Board – Office of the Director of Education**

### **Description**

The Limestone District School Board offers elementary and secondary students an education that is enriched with diverse and unique programming opportunities and activities to complement the Ontario curriculum while supporting the achievement and well-being of every student. The Board's district serves more than 19,000 students in 55 schools and 5 alternative education centres across the City of Kingston, the Townships of Central Frontenac, North Frontenac, South Frontenac, Addington Highlands, Loyalist, Stone Mills, the Frontenac Islands and the Town of Greater Napanee.

### **Website**

<https://www.limestone.on.ca/>

### **Internship**

An internship with Limestone District School Board could encompass a range of potential activities. The placement will be connected to the office of the Director of Education and could include supporting strategic planning; reviewing policy and procedures; supporting board communications; and supporting student, staff, and/or community engagement related to a range of initiatives.

### **Special requirements**

Police record and vulnerable sector check for Canada and all other countries of prior residence; and oath of confidentiality.

## **Litigation Management (Regional Headquarters, Correctional Service of Canada)**

### **Description**

The Correctional Service of Canada provides the care and custody of men and women who are serving a sentence, imposed by the Courts, for two years or more. The Litigation Management office works closely with Senior Officials and the Department of Justice to facilitate and coordinate responses in defence of various types of litigation filed against CSC by offenders, including habeas corpus applications, judicial review applications, claims for damages, class action lawsuits, and Human Rights complaints.

### **Website**

<https://www.csc-scc.gc.ca>

### **Internship**

The intern will work closely with the manager of department to provide an overview of the available services and will work on micro-missions and small projects which will aim to provide an overview of how the CSC works with other government departments within the Public Safety portfolio in meeting our mandate.

### **Special requirements**

Police record check for Canada and all other countries of prior residence.

## **Loving Spoonful**

### **Description**

Loving Spoonful builds community around good food throughout Kingston and area by utilizing innovative, collaborative programs and outreach. The fundamental principle underlying Loving Spoonful's work is that all people need good food to thrive. Loving Spoonful recognizes that food is a powerful community builder and engages in partnerships across the region to create social inclusion and a strong local food system. Loving Spoonful promotes, supports, and champions programs and policy change that realizes social, environmental, and economic justice.

### **Website**

<https://www.loving Spoonful.org/>

### **Internship**

An internship with Loving Spoonful will be dynamic, yet meaningful, and includes a range of potential activities. The placement will be connected to the programs we implement or the policies which we support. Our new strategic focus on food sovereignty will serve as a guiding principle in any of the placement activities chosen. Activities may include research, reviewing/writing policy and procedures; supporting communications; fund development, and/or community engagement related to a range of initiatives. Students will have the opportunity to develop skills in research, policy writing, engagement, and knowledge mobilization, to name a few.

### **Special requirements**

Police record and vulnerable sector check for Canada and all other countries of prior residence.

## **Office of the City Clerk (City of Kingston)**

### **Description**

The City of Kingston's Office of the City Clerk provides governance and administrative support for Kingston City Council and committees of Council.

<b>Website</b> <a href="https://www.cityofkingston.ca/city-hall">https://www.cityofkingston.ca/city-hall</a>
<b>Internship</b> This internship will provide the opportunity for policy related research and data analysis culminating in a policy brief that will be presented to the Office of the City Clerk managerial team. The topic of the policy brief is to be determined but may involve civic engagement or a by-law/policy related to municipal governance. To complete this work the intern will review developments in legislation, governmental policies, procedures, or trends, that impact the Corporation. The intern will be required to maintain awareness of local municipal issues, perform benchmarking studies, and research the best practices adopted by the City's municipal comparators. Excellent communication skills, advanced knowledge of Microsoft Office 365 (including experience using SharePoint), and the ability to interpret and understand legislation, municipal by-laws, and City policies and procedures. A basic understanding of local government and its roles and responsibilities is considered an asset.
<b>Special requirements</b> Police record check for Canada and all other countries of prior residence.

### **Offices of the Chief Administrative Officer and the Mayor (City of Kingston)**

<b>Description</b> The City of Kingston's offices of the Chief Administrative Officer and the Mayor provide management and administrative leadership for overall delivery of municipal services with a focus on customer service, citizen engagement and strategic leadership to meet the needs of Kingston's growing and diverse community.
<b>Website</b> <a href="https://www.cityofkingston.ca/city-hall">https://www.cityofkingston.ca/city-hall</a>
<b>Internship</b> The internship with the CAO and Mayor's Offices for the City of Kingston would involve research on legislation and public policy having an impact at the municipal level and the development of an advocacy strategy for provincial and federal levels of government. This could include research locally as well as the impact in other municipalities in matters such as (for example): chronic homelessness, housing affordability, mental health and addictions crises facing the community, planning and development policies etc., and the call to action required to influence change.
<b>Special requirements</b> Police record check for Canada and all other countries of prior residence.

### **Planning Services (City of Kingston)**

<b>Description</b> Through progressive, professional planning services the City of Kingston's Planning Services Department ensures that the City is planned and developed in accordance with the Planning Act, the Ontario Heritage Act, the Provincial Policy Statement and good planning principles in order to meet the needs of all who work, live, visit or play in the City of Kingston.
<b>Website</b> <a href="https://www.cityofkingston.ca/city-hall">https://www.cityofkingston.ca/city-hall</a>
<b>Internship</b>

As an intern in the Planning Services department, the position would be connected to the forthcoming review of the City's Official Plan, scheduled to commence in the fall of 2023. The intern would have an opportunity to participate in the planning process governed by the Planning Act and may be tasked to assist with the creation of policies or discussion papers, background research about best practices on specific planning topics, or other project tasks that will contribute to the creation of an innovative, forward-thinking policy document guiding the City's growth for the next 25 years.

**Special requirements**

Police record check for Canada and all other countries of prior residence.

**Policy and Planning (Regional Headquarters, Correctional Service of Canada)**

**Description**

The Correctional Service of Canada provides the care and custody of men and women who are serving a sentence, imposed by the Courts, for two years or more. The Policy and Planning department liaises with provincial and territorial partners to negotiate agreements, manage bed space, and monitor the related financial agreements. In addition, this area is responsible for Access to Information and Privacy requests at the regional level.

**Website**

<https://www.csc-scc.gc.ca>

**Internship**

The intern will work closely with the manager of department to provide an overview of the available services and will work on micro-missions and small projects which will aim to provide an overview of how the CSC works with other government departments within the Public Safety portfolio in meeting our mandate.

**Special requirements**

Police record check for Canada and all other countries of prior residence.

**Queen's University Archives**

**Description**

Queen's University Archives undertakes its activities in order to manage, preserve, conserve, and make accessible the information assets of the University; to maintain an authentic record of the programs, people, and operations of the University; to provide archival management and conservation for culturally significant records of external organizations and individuals in support of the teaching, research, service, and administration interests of Queen's University.

**Website**

<https://archives.queensu.ca/>

**Internship**

Canadian public affairs is a major strength of the Queen's University Archives. Our holdings contain the papers of individual politicians such as Thomas A. Crerar, Robert Nixon, and Hugh Segal (to name just a few). The Archives is also the repository for the municipal papers of the City of Kingston and the provincial party records for the Ontario Liberal Party and the Ontario New Democratic Party.

The current internship involves working with the papers of the Ontario New Democratic Party. There have been a number of additions to the papers over the years and the finding aids are not fully reflective of the material we hold. The student will undertake assigned project(s) within the records of the Party in consultation with an archivist gaining hands-on experience in the practices of archives, how material is arranged and described, and made accessible to the researching public. This would be ideal for a student interested in graduate work, primary source research, or learning fundamentals about the operations of party politics in Canada.

### **Rotary Club of Kingston**

#### **Description**

Rotary International brings together a global network of volunteer leaders who dedicate their time and talent to tackle the world's most pressing humanitarian challenges. It connects 1.2 million members from more than 200 countries and geographical areas making a difference in lives at both the local and international levels. The Rotary Club of Kingston strives to empower youth, improve health and well-being, promote peace and sustainability, and help support organizations and projects in our community that protect our most vulnerable citizens.

#### **Website**

<https://www.kingstonrotary.ca/>

#### **Internship**

An intern could engage in a wide variety of activities, including strategic planning; research and planning for upcoming projects; environmental committee work; grant applications through the Rotary Foundation for international projects; social media management; and equity, diversity, and inclusion initiatives. Rotary Kingston is also working to support Ukrainian families coming to Kingston, packing food boxes for 1500 school families in the Kingston area once a month, and fundraising for worthy causes.

### **Social Planning Council of Kingston & District**

#### **Description**

The Social Planning Council of Kingston & District (SPC) is a not-for-profit, non-governmental organization and registered charity, which has operated in Kingston since 1930. The SPC envisions Kingston as an inclusive community striving to be civically engaged, socially responsible, economically and environmentally sustainable, respectful of diversity, and supportive of positive change, and its mission is to enhance the social, cultural, and economic well-being of the city.

#### **Website**

<https://www.spckingstonanddistrict.org/>

#### **Internship**

The Intern will be involved in on-going projects by the SPCK&D. In Winter 2022-Summer 2023, the major project deals with tenant displacement from their housing and how to mobilize tenants to reduce the impacts of homelessness and find useful pathways to improved and affordable housing. As well, the SPCK&D hosts many community webinars on a range of housing and planning topics providing on-going assistance to local groups involved. Work relates to engagement and mobilizing knowledge with the community networks of non-profits and service providers so as to improve quality of life in supportive communities.



## Strategy, Innovation & Partnerships (City of Kingston)

### Description

The City of Kingston's Strategy, Innovation & Partnerships Department leads a number of innovative initiatives on behalf of the Corporation, including: workforce development and immigration strategy implementation, smart city opportunities, enhancing partnerships with post-secondary institutions, grants administration, marketing and branding, economic development, and oversight of the airport division.

### Website

<https://www.cityofkingston.ca/city-hall>

### Internship

The Office of Strategy, Innovation & Partnerships oversees a number of functions including economic development program delivery, social impact projects, partnership and grant development, corporate and community innovation, and research & data.

This internship is an exciting opportunity to participate in public policy, project and program development using human-centred design principles, and applying skills to solve real-world challenges. Disrupt the status quo, reimagine and reshape ways to address issues, and build and test innovative solutions. Gain hands-on experience to drive proof of concept from ideation to execution, grow project leadership skills and work with partners across the corporation and the community.

This work will create meaningful social impact with projects including sustainable development goals, research to support grant funding applications, and help advancing the City's new corporate innovation strategy.

### Special requirements

Police record check for Canada and all other countries of prior residence.

## Sustainable Kingston

### Description

Sustainable Kingston is a non-profit organisation that's mission is to enhance the livability and resiliency of Kingston. It seeks to facilitate the effective transition towards environmental, social, cultural, and economic sustainability, and to raise awareness and establish strategic partnerships to inspire community engagement and foster more livable and resilient communities.

### Website

<https://www.sustainablekingston.com/>

### Internship

Sustainable Kingston is thrilled to participate with Queen's University in the Experiential Learning Placement program. This position will provide a student with an opportunity to work closely with municipal governments on expanding the sustainably.eco program, developing potential service level agreements and municipal residential energy programs, and helping grow our commercial energy audit program among municipalities and First Nations communities. There is also an opportunity to work closely with the City of Kingston on the Better Homes Kingston program and as a co-producer of the sustainably.eco podcast.

## United Way KFL&A

### Description

The United Way's mission is to build and strengthen our community by bringing people and resources together to facilitate change. It provides leadership in driving social change, partnerships, and collaborative innovation, and aspires to a future where people are self-sufficient in a community where individuals live with hope, dignity and a sense of belonging.

### Website

<https://www.unitedwaykfla.ca/>

### Internship

In addition to funding programs that support residents, United Way researches issues and develops community plans to address root causes of issues that impact people locally. The intern would work with the Community Impact department to research key issues like homelessness, mental health, addictions, poverty, food security, etc., providing the United Way with key facts and data to support the work being done in the community. The student would also consolidate and analyze data provided by funded agencies, categorized by issue and topic. This is then reviewed by the Leadership team and compiled for the annual Community Impact report. An example of this can be seen here: <https://www.unitedwaykfla.ca/communityimpactreport/>

## Youth Diversion

### Description

Youth Diversion helps youth overcome challenges by providing prevention, intervention, and educational services that divert youth from risk and support their ability to thrive. All youth in our community are supported in making choices that contribute to their overall wellbeing, help them reach their potential, and expand their leadership capacity.

### Website

<https://www.youthdiversion.org/>

### Internship

An internship with Youth Diversion would provide the following opportunities:

- Exposure and participation on our Governance Board of Directors
- Research various pieces of relevant legislation impacting our programs and services
- Opportunity assist with one of our volunteer programs to fully understand the scope of our work
- Research best practices in relation to other similar programs and services in Ontario
- Support the drafting of funding/grant applications
- Attend, with the executive director, various committees, tables and community initiative to learn more about how the social service sector functions in KFLA

### Special requirements

Police record check for Canada and all other countries of prior residence and three personal references in order to work directly with clients.