



Transparency International Canada Inc.

TRANSPARENCY INTERNATIONAL CANADA INTERNSHIP

Internship Start Date: February 16, 2016
Duration: 6 months (with possible extension)
Pay Scale: Volunteer (full time or part-time)
Location: TBD
Application Deadline: January 25, 2016
Positions Available: 2

Transparency International Canada is seeking a highly motivated intern for six months starting 16 February 2016. We are the Canadian Chapter of the world's leading non-governmental anti-corruption organization, Transparency International.

Transparency International (TI) is the global civil society organization with more than 100 chapters worldwide and an international secretariat in Berlin, Germany. TI raises awareness of the damaging effects of corruption and works with partners in government, business and civil society to develop and implement effective measures to tackle it.

Main function:

Assist Executive Director of TI Canada with operational requirements of the TI Canada office.

Key tasks:

- Support with administrative matters including internal and external communication, maintenance of website and social media accounts, and responding to internal and external requests for information
- Assist in the preparation of workshops, conferences and trainings
- Assist with fundraising activities, such as project proposal writing



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- Provide ongoing support for the organization with respect to communication with Board Members, members of TI Canada, and members of the TI global movement
- Perform financial tasks pertaining to reimbursements, budget management, event logistics and the accounting system
- Help with research and writing of TI Canada reports, press releases and other outputs
- Perform other administrative and research duties as required

Knowledge, experience, and skills:

- Excellent knowledge of English (written and spoken) is a requirement; a working knowledge of French and/or Spanish is a strong asset.
- Good time management, ability to multi-task and work with tight deadlines
- Meticulous and detail oriented
- Strong writing and communication skills
- Excellent organizational skills including proficiency in MS Word, Excel, Outlook and PowerPoint
- Knowledge of key stakeholders in the fight against corruption would be an advantage (e.g. institutions and networks, civil society organizations).

How to apply

To apply for this internship please send a maximum one page cover letter and a maximum two page CV, by email, to ti-can@transparency.ca.

The closing date for applications is 25 January 2016.

We thank all applicants for their interest in this internship. Please note that only short-listed candidates will be contacted.