



**Fondation  
Rideau Hall  
Foundation**

**PASSION  
+  
FOCUS  
RHF-FRH.CA  
PASSION  
+  
ACCENT**

9 Rideau Gate, Ottawa ON K1M 1M6 Canada  
info@rhf-frh.ca 613.482.2923

**Internship:** Learning Projects Intern

**Duration:** Temporary, 4-month term maximum

**Start Date:** May 6, 2019

**Remuneration:** This is a paid internship (hourly, \$20/hour less all statutory deductions required by law)

**Location:** Ottawa, Ontario

Candidate must successfully pass all required security clearances and must be legally allowed to work in Canada.

As an independent and non-political charitable organization, the Rideau Hall Foundation works closely with the Office of the Secretary to the Governor General and many external partners in order to support initiatives which strengthen our identity, build capacity, and contribute to the advancement of a smart and caring nation.

The Learning Projects Intern supports initiatives in the Rideau Hall Foundation's Learning Portfolio, which fosters equity and excellence of learning opportunities across Canada.

Our work focuses on supporting Indigenous learning, academic and work exchanges for university students, post-secondary access and innovative support for at-risk youth at the primary and secondary level.

### **SELECT KEY RESPONSIBILITIES**

- Conducting supervised research in support of RHF's learning programs
- Developing mapping tools related to Indigenous community programs and post-secondary access initiatives
- Participating in stakeholder consultations
- Providing support to RHF Learning Portfolio projects and events
- Supporting communication needs as they arise, including web site and social media.
- Carry out other duties as appropriate and as assigned by his/her Manager.

### **ABILITIES/SKILLS**



Fondation  
Rideau Hall  
Foundation

PASSION  
+  
FOCUS  
RHF-FRH.CA  
PASSION  
+  
ACCENT

9 Rideau Gate, Ottawa ON K1M 1M6 Canada  
info@rhf-frh.ca 613.482.2923

- Strong written and verbal communication
- Research experience
- General understanding of the Canadian education landscape
- Ability to work in teams and independently
- Demonstrated flexibility and initiative in completing tasks
- Bilingualism in French or an Indigenous language an asset.

### QUALIFICATIONS & EXPERIENCE

- At least 20 courses (60 credits) of Post-secondary experience
- Experience and/or demonstrated interest in issues related to education access, community development and/or reconciliation

Please submit your resume and covering letter to [andrew.biteen@rhf-frh.ca](mailto:andrew.biteen@rhf-frh.ca) by April 21, 2019.

We thank all candidates for their interest; however only those selected for an interview will be contacted.

---