



HOME > GET INVOLVED

CAREERS/INTERN

The World Sikh Organization (WSO) of Canada's Internship Program 2016 is an exciting opportunity for undergraduate, graduate and post-graduate students from diverse academic backgrounds to get involved. *WSO will be hiring four (4) paid interns for the summer of 2016 in both Ontario and BC.*

The deadline to apply is May 24, 2016.

As a leader in helping develop and shape the face of legal policy/law in Canada, our interns work closely with our legal, policy, social media teams. As an intern, you develop leadership, analytical, problem solving, and communication skills; all of which will help interns to explore different careers, and create a professional network in this fast moving economy.

This paid, professional internship program aims to provide young people with the opportunity to:

- Become engaged on issues facing Sikhs in Canada
- Gain valuable work experience within a dynamic and growing organization
- Receive supervision, guidance and mentorship from a WSO professional

Interns choose to work in one of the following areas during their assignments:

- Legal and Policy Research (2 positions available)
- Outreach, Program Development (2 positions available)

Some of the activities our interns are involved in include:

- Research and drafting of memos on various legal, social and policy issues

- Media monitoring and response
- Drafting of legal materials
- Shadowing legal counsel to mediations and other proceedings
- Creating educational content and organizing seminars
- Delivery of seminars to Sikhs and non-Sikhs on various issues
- Community outreach
- Social media design and branding

If you are a young person who is captivated by community building, human rights (*Sarbat da Bhalla*) and are interested in developing your own professional portfolio, please review the current positions and apply by May 20, 2016. Dates (flexible) and remuneration details will be provided to successful candidates. Please note, that this opportunity is open to all Canadians. There is no requirement for applicants to be Sikh for these positions.

Application Guidelines

- Please email resume, cover letter and a writing sample to **balpreetsingh@worldsikh.org** by May 24, 2016
- Applicant must clearly indicate which position he or she is applying for.
- For further inquiries, please email Balpreet Singh at BalpreetSingh@worldsikh.org

Current Positions

Legal and Policy Research

The position will include work with WSO's legal counsel on human rights issues that affect Canadian Sikhs as well as all Canadians in general, with a particular focus on freedom of religion. This includes work on human rights litigation, training and education as well as legal research on human rights based issues.

Interns should be prepared to receive hands on experience on any of the following:

- Conducting legal research;
- Writing research memoranda;
- Drafting legal briefs;
- Interviewing clients;
- Designing and delivering education seminars and training modules;
- Assisting with litigation and casework.

Pre-requisite: Applicants should be enrolled in a recognized law school.

Supervision

Interns will be supervised by WSO's legal counsel and general counsel. WSO's legal counsel is Balpreet Singh, based in Toronto and general counsel is Palbinder K. Shergill Q.C. in Surrey.

Outreach and Program Development

The WSO is engaging in a Canada-wide consultation with Sikh institutions and organizations. The consultation is to gather input on existing services, gaps, needs and opportunities faced by various Sikh communities across Canada. Communities are at various stages of development and establishment with some very established communities such as those in Vancouver and Toronto and others, which are either recently established or rapidly growing such as Saskatoon and Regina.

Interns would be required to plan, coordinate and implement a comprehensive consultation across Canada.

Duties will include:

- a) Working with a team of Project Coordinators to develop a project plan to conduct a community wide consultation at the national level
- b) Developing/utilizing environmental scan and community assessment templates
- c) Developing consultation questionnaires and interviewer guides
- d) Reaching out to Sikh organizations across Canada and conduct consultations
- e) Collecting, synthesizing, and analyzing findings
- f) Identifying gaps, opportunities and developing recommendations on initiatives to better serve the changing needs of the Sikh population

The interns will learn the following skills:

- a) Project management
- b) Research methodology
- c) Interactions, communication and diplomacy

- d) Critical analysis, problem solving and decision making
- e) Organizational and administrative

General Duties may include:

- a) Assisting in various departments working on various projects, program outreach, our donor database system, events, conferences, fellowships and general research.
- b) Handling correspondence, drafting of letters, memos, etc.
- c) Assist in tabulation of various events, conferences, surveys and award applications
- d) Assistance with maintaining various database reports.
- e) Assist with follow up reports and correspondence.
- f) Assistance with research and correspondence.
- g) Opportunity to participate in various programs and connect with community stakeholders.

The candidate will have:

- excellent communication skills
- proficient with social media applications
- good research and writing skills
- excellent attention to detail and follow through
- professional decorum and must work well with others
- proficient with MS Word, Excel and PowerPoint
- excellent planning & organizational skills
- fluency in Punjabi (understanding, speaking and writing) will be considered an asset.

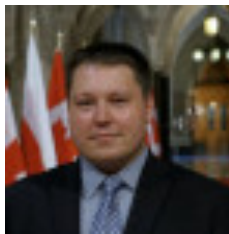
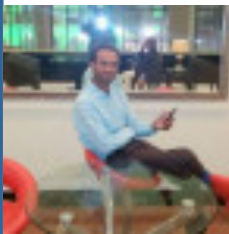
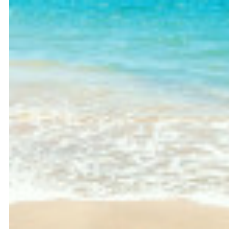
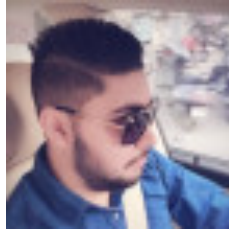
Do you like this page?

Like 47 people like this. Be the first of your friends.

Tweet

G+1

POWERED BY PEOPLE LIKE YOU



HOME

ABOUT US

[Our Team](#)

[Contact](#)

OUR WORK

[Legal](#)

[Advocacy](#)

[Social Justice](#)

[Interfaith](#)

[Resources](#)

MEDIA

[Blog](#)

[In the News](#)

[Press Releases](#)

[Video](#)

GET INVOLVED

[Events](#)

[Careers/Intern](#)

[Donate](#)

CONTACT

Sign in with [Facebook](#), [Twitter](#) or [email](#).

Created with [NationBuilder](#)

Follow [@WorldSikhOrg](#)

Like

