

UNIVERSITY OF CALGARY – UNIVERSITY FOR PEACE
Canadian Queen Elizabeth II Diamond Jubilee Scholarship (QES)
Young Leaders in International Development

POSITION DESCRIPTION	
Title of Placement:	Project Management Office Intern – University for Peace
Location:	University for Peace (Universidad para la Paz), Ciudad Colón San José, Costa Rica
Department:	Office of the Dean
Duration:	3 months minimum (90 days)
Expected Start Date:	May 2022
Project Description:	<p>This internship opportunity is part of the Canadian Queen Elizabeth II Diamond Jubilee Scholarship (QES) program funded in part by the Community Foundations of Canada. It will be carried out in partnership with the University of Calgary, and the University for Peace, Costa Rica. The QES program engages a dynamic community of young global leaders across the world to create lasting impact both at home and abroad through cross-cultural exchanges encompassing international education, discovery and inquiry, and professional experiences.</p> <p>The University for Peace Campus is located 30Km Southwest of San José, within a natural reserve composed of a secondary forest and the last remnant of primary forest (200 ha) in the Central Valley of Costa Rica. The park and the campus are within the protected zone of El Rodeo, in Mora County. UPEACE covers about 2% of the Mora landscape; hence this protected area is rich in fauna and natural resources. UPEACE pursues academic excellence through the systematic and critical study, understanding, and analysis of the causes of multiple problems affecting human and global well-being. UPEACE offers 14 Master's programs and a Doctoral Program at their main campus in the fields of Environment and Development, International Law, and Peace and Conflict Studies.</p> <p>The intern is expected to commit at least 7 hours a day, five days a week (or 35 hours a week) to work with the Project Management Officer (PMO) under the Office of the Dean at UPEACE on tasks related to communications, project management, and fundraising.</p>
Responsibilities:	<p>Duties may include but are not limited to:</p> <ul style="list-style-type: none"> • Develop a framework to attract donors for investment in projects. • Supporting a Donor Communications Strategy (newsletter, social media, etc). • Identify possible sources of funding and assist with proposal writing • Create and follow up on a schedule for grant and proposal writing (using Excel, Task Manager, or any other appropriate tool) • Engage with the PMO's projects and research activities through collaboration and active participation. • Generate a final report including all impressions and suggestions for improvement, including external and personal references.

POSITION DESCRIPTION	
Title of Placement:	Project Management Office Intern – University for Peace
Eligibility:	<ul style="list-style-type: none"> • Must be a senior level student entering or enrolled in their 3rd or 4th year of undergraduate studies in Marketing, Communications, Public Relations, Business Administration, Project management, or other related programs or be enrolled in a graduate program in a related field at the time of application. • Must be a Canadian citizen or permanent resident. • 35 years of age or under at time of application. • The working language is English. Some Spanish is desirable. • Knowledge and experience in Marketing, Communications, Public Relations, Fundraising (desirable). • Excellent research skills (knowledge of quantitative as well as qualitative research methods). • Knowledge of grant submission processes and proposal writing. • Academic credit requirement. This QES placement must be for academic credit. Interns must register in at least one course offered in the winter semester for academic credit at UCalgary. Interns will work with the Office of Study Abroad and their academic mentor to explore possible course options. • Must be mature, self-driven, and independent. • Must be flexible and willing to adapt according to the needs of the program and cultural setting with empathy and consideration.
Expected Program Outcome:	<ul style="list-style-type: none"> • Enhanced networking between Canadians and fellow citizens in Costa Rica • Experiential learning focused on professional career development (Communications/Marketing) • Enhanced skills and intercultural competencies through interaction with the diverse community of learners. • A final report of the intern's general impression of PMO of the University for Peace and his/her suggestions for improvement from a user's standpoint.
Financial Assistance	A maximum of \$6,000 to cover travel (airfare, insurance, and immunizations) and living expenses will be provided to the selected intern for the duration of the placement.
Further details and application information:	Study Abroad Office University of Calgary International https://www.ucalgary.ca/international/study-abroad/qes-costa-rica
Application deadline:	March 15, 2022