

## THE FRIENDS OF SUDANS INTERNSHIP PROGRAM @ PARLIAMENT HILL

*It is not what we get. But who we become, what we contribute...that gives meaning to our lives.*  
—ANTHONY ROBBINS



**Position Title:** The Friends of Sudans Interns @ Parliament Hill

**Location:** Ottawa Ontario

**Closing date:** Friday, April 19<sup>th</sup>, 2024, at 1700hrs

**Internship period:** To be determined.

**Job Description:** During the 2024/2025 House of Commons and Senate sessions, the House of Commons and Senate Intern will observe, learn, and help public officials in the offices of Members of Parliament and Senators by doing a variety of duties and participating in a variety of events. The intern will have the opportunity to improve research and writing abilities, strengthen communication skills, participate in event coordination, network, and apply skills to real-world regulatory, House of Commons, and Senate issues. This is an excellent internship opportunity for Afro-Canadian/ Afro-Caribbean students studying Political Sciences, Public Administration, Public Policy, Public and Administrative Law, Common and Civil Law, Conflict Studies, Communications, Social Sciences, Languages, and other programs who are passionate about making a difference in the lives of Canadians in Ontario and other provinces.

### VISION

The objective is to encourage Afro-Canadian and Caribbean students to participate in political processes and civic engagement to effect change in the African descents' constituencies.

**Intern Responsibilities** include drafting letters to constituents, attending committee hearings, creating summary briefs, researching various problems for the Member of Parliament and Senate, and assisting with other office activities as assigned by the office Chief of Staff. Time will also be spent administering the database used to manage bills and conveying the database's status to personnel on a regular basis.

### SAMPLE JOB EXPECTATIONS:

An intern may be expected to handle, sort, and/or log incoming calls, mail, and electronic correspondence, lead tours of Parliament Hill, conduct research, help draft legislative and official correspondence, and assist M.P. and Senator office staff with administrative and logistical support

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as needed. Interns at constituency offices are also required to conduct administrative and research work as described above, as well as assist with staffing local Member-sponsored events such as job campaigns and town hall meetings.

### **SAMPLE JOB DUTIES:**

**In this role, an Intern could be expected to:**

- Create a welcoming environment for constituents, visitors, and VIPs;
- Promptly handle incoming calls;
- Assist with flag and greeting requests from Members, Parliament, and Senate;
- Coordinate constituent tours of the National Capital, Parliament, and Senate;
- Assist administrative staff in delivering and relaying messages to Members and staff during committee business; and
- Assist with Legislative Correspondent and Staff Assistant with research and preparing official correspondence.

### **SAMPLE REQUIREMENTS:**

The following information illustrates the skills and requirements that would be expected of Interns. Actual skill requirements may vary by office:

- Demonstrates strong communication and teamwork skills;
- Supports multiple team members and leaders in the office;
- Maintains a professional demeanor when interacting with visitors, staff, and stakeholders in a fast-paced, dynamic environment; and
- Demonstrates time management skills, including prioritization and tracking of work status.

### **ATTENTION TO DETAILS.**

- Demonstrates a willingness to learn new skills and be flexible in serving Members and staff in diverse administrative and legislative responsibilities.

### **SAMPLE PREFERENCES:**

- Pursuing (or recently obtained) a Bachelor's degree, political science, public policy, public administration, Conflict studies, communication, civil and common law, legal studies, Criminal justice, global studies, African Studies, or related field
- Ties to the constituencies are strongly preferred and
- A demonstrated commitment to public service

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### **ELIGIBILITY REQUIREMENTS**

FSIP program @ Parliament Hill participants must meet at least one of the four following criteria:

1. Must be a Canadian citizen;
2. Must be 18 years of age or older;
3. Must be a member of Afro-Canadian/ Afro-Caribbean communities; and
4. Must be currently enrolled in an accredited undergraduate, graduate program or graduate college, community college, or university.

### **EDUCATION AND EXPERIENCE:**

Understanding of the House of Common and Senates' process, organization, and processes  
Capability to perform the core tasks functions described above. Ability to collaborate with the office staff, key individuals, and/or organizations/agencies on House and Senate-related issues. Knowledge of computer skills and assistive technology. Prior experience working in a fast-paced office environment with many deadlines; and proficiency in Microsoft Office applications, telephone skills, and excellent writing abilities. To participate in an internship program at the House of Commons and Senate, participants must Canadian citizens and at least 18 years.

Interested candidates should e-mail their cover letter, resume to Hüstin Läkü, Sr., at [ljsamuel34@hotmail.com](mailto:ljsamuel34@hotmail.com) by Friday, April 19<sup>th</sup>, 2024.