



**Careers
on the Grow**



Education and Training Intern

Organization: Second Harvest

Department: Product Development

Reports to: Manager, Education and Training

Format and location: Virtual, remote

Start date: Approximately July 4, 2022

Length of internship: 6 weeks

We are

Second Harvest is Canada's largest food rescue organization and expert in perishable food recovery. We rescue surplus, unsold food from across the supply chain and redistribute it to not-for-profits across the country to feed communities.

Second Harvest is looking for an adaptive, collaborative, strategic thinker to join our team as the **Education and Training Intern**. Reporting to the Manager, Education and Training, this position is created to support in developing and facilitating core training to various audiences nationally. The Education and Training Intern will also be responsible for analyzing program data to determine impact and celebrate successes.

You will

Support the Education and Training team with the following:

- Support the development of support materials for core training.
- Directly facilitate up to 4 core trainings to a wide range of audiences.
- Support in facilitating workshops as a second facilitator (i.e., F2 facilitator).
- Support with community events, outreach, advisory groups, and public speaking about the work of Second Harvest as needed.
- Manage and analyze training data to assess program impact for the current program year.
- Amalgamate impact stories, testimonials, and photos and input all content into Second Harvest's asset bank.

You are

- **Customer-focused:** you care deeply about fostering positive partnership/user experiences.
- **Naturally curious:** you're innovative, extremely creative, and constantly looking for ways to improve upon things.
- **Analytical:** data is your friend; you're able to translate numbers into action and pave the way for efficiency.
- **Knowledge sharer:** you enjoy sharing best practices with different people and come alive in teaching or facilitation environments.
- **Bilingual:** bilingualism is an asset.



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Helpful information

- The ability to work flexible hours would be an asset to allow for different time zones across the country. Hours will be coordinated with the intern to determine those that work best for all parties.
- If the intern is within the Greater Toronto Area, a laptop will be loaned to them for the purposes of the internship by Second Harvest. Otherwise, the intern will require access to a personal computer.
- Should be comfortable using the Microsoft suite of applications (Word, PowerPoint, Excel, etc.), Microsoft Teams, and Zoom.
- A reliable internet connection with video/audio will be required.