



ASJ Canada Internship or Student Practicum

Background:

ASJ Canada is a small non-profit organization currently in the process of applying for charitable status in Canada. ASJ Canada looks forward to welcoming and working alongside an intern or student during the winter of 2022. Board and committee members find joy, community and challenge in their work together as the team consists of a diverse group of persons and professions. ASJ Canada strives to be a community of courageous Canadian Christians seeking solidarity with and justice for marginalized communities. To do this:

- We challenge ourselves and all Canadians to act justly and love mercy in all areas of life.
- We learn from, support and partner with social justice organizations such as the Asociación para una Sociedad Más Justa in Honduras.
- We provide encouragement and education for Canadians in best practices of social justice initiatives so that local and global communities may flourish.

ASJ Canada exists alongside ASJ Honduras and ASJ United States. The Association for a More Just Society (which uses its Spanish initials ASJ) is non-profit organization of brave Christians working to create a more just society in Honduras and around the globe. Since its founding in Honduras over 20 years ago, ASJ has promoted peace and justice in Honduras by advocating for government systems that work for the most vulnerable members of society. ASJ's work is done through two sister organizations: ASJ-Honduras, a Honduran led organization which leads groundbreaking justice initiatives in Honduras, and ASJ-US, which supports this work and shares this vision of transformation with people around the world. Together through mutual support and a shared identity, the two organizations form one movement dedicated to justice in Honduras. ASJ Canada is working in mutual collaboration with these two sister organizations.

To continue to support ASJ Canada's collaboration and operations, ASJ Canada is seeking an intern or student practicum placement to work with and for the ASJ Canada Board and committee members in the following areas:

Tasks:

Organize a Database of Canadian ASJ Members and Contacts

- Research options for a suitable database
- Develop the database of Canadians who have already connected with ASJ. Collate their information into one place (name, address, contact info, giftedness, willingness, donation history, etc), and find ways to continue to add new connections to that list
- Connect and coordinate with ASJ-US about ASJ-US following up with their list of Canadians that support ASJ

Connecting with Canadian Contacts

- Create a strategy to build relationships with donors (e.g., e-mails or phone calls)
- Make follow up phone calls to existing supporters

Support the Board to Expand and Communicate with ASJ Canada's Network

- Collaborate with ASJ Canada's existing Communications Committee to review and develop a communications best practices handbook
- Establish a communication plan to expand ASJ Canada's community
- Create an e-mail and mailing list of current supporters
- Set up an email pathway and develop a way to send mass e-mails to the current mailing list
- Develop strategies and provide the board with information and encouragement to reach out to our natural connections so these supporters can be added to the database, and receive quality information

Governance

- Research and propose content for ASJ Canada's governance documents
 - Board policies
 - Review of bylaws
 - Board member handbook
 - Financial management policies and protocols

Participate in Board and Committee Meetings

- Participate in monthly board meetings
- Participate in relevant committee meetings

Timeline:

- January 15th 2022- April 30th 2022 (with flexibility)
- 10-15 hours per week (could be more student hours depending on need and applicant requirements)

Required Qualifications and Skills:

- Passion for justice, and desire to be a part of the ASJ mission
- Bachelor's or Master's degree (in progress - or completed) For example: Social Work, International Development, Religion, Chaplaincy, Law, Sociology, Community Development, Social Planning or Community Psychology
- Knowledge of social justice work
- Some previous knowledge or willingness to learn about Honduras, its people and culture
- Genuine and respectful interpersonal communication skills
- Ability to manage tasks both collaboratively and independently
- Strong written communication skills and strong administrative skills

Beneficial Qualifications and Skills:

- Experience in non-profit administration, communications, and/or donor relations



- Experience with donor databases
- Spanish language skills

Internship Details:

- The intern would be directly mentored and supervised by Paul Verhoef who is an ASJ Canada board member and Chaplain at the University of Calgary. Professional supervision in case of a student practicum would be arranged through a suitable board member or ASJ volunteer. Current ASJ Canada board professional supervision may be available in social work (BSW MSW), theology - religion, chaplaincy, international development, education, or law
- The internship would provide opportunities to learn about the work of ASJ Canada and ASJ Honduras by being involved in meetings with ASJ Canada board members, attending ASJ Canada board meetings and reviewing together with Paul, the book “Call for Justice” by Kurt Verbeek and Nicholas Wolterstorff
- The intern will work remotely and will be required to provide their own computer
- This position is a non-salary position suited for an intern or student, yet benefits include learning, networking, experience and community

Application Process:

- Send a cover letter and a CV to asj.canada.board@gmail.com by December 20th 2021