



This position is available pending funding

Application Deadline: March 22nd, 2019 at MIDNIGHT.

Full-Time Projects Intern, Plan Institute

About Plan Institute

Plan Institute is a social enterprise that works to improve the lives of people with disabilities through innovation, education, and leadership.

Innovation– We engage in social innovation through community-based projects and partnerships that help to improve the lives of those living with disabilities.

Education– We offer educational initiatives designed for individuals, families and organizations; including workshops, courses, retreats, publications and resources.

Leadership– We provide collaborative leadership by convening a diverse group of stakeholders to encourage public policy reform and system transformation.

Plan Institute builds on the 30 years of PLAN's (Planned Lifetime Advocacy Network) experience by working with families to build a good life for people with disabilities and has 7 affiliate organizations throughout the Canada and the United States.

Check out our website to find out more about Plan Institute www.planinstitute.ca

About the Position:

Plan Institute is looking for an energetic and detail-oriented Projects Intern who is inspired by our organizational values and vision. This position will support individuals with disabilities, families, and professionals directly through one-to-one contact and indirectly through collaboration with other non-profit organizations via the Access RDSP initiative. Access RDSP is a provincial program operated through a partnership between Plan Institute, Disability Alliance BC (DABC) and BC Aboriginal Network on Disability Society (BCANDS).

Our goal is to increase uptake of the Registered Disability Savings Plan in BC. The Registered Disability Savings Plan (RDSP) offers people living with disability not only an opportunity to save for future costs but also to take advantage of up to \$90,000 the federal government may provide on their behalf. This partnership program provides a “one-stop-shop” for all things RDSP to encourage long-term saving and support individuals every step of the process.



The individual in this position must be able to work both autonomously and collaboratively, with a high volume of tasks and deliverables. We work in an environment with a lateral philosophy, there is a high degree of collaboration and we value the unique skills and abilities that everyone brings to the team.

Tasks and Responsibilities:

- Assist in the coordination and administration of helpline support for individuals with disabilities, families and professionals.
- Support Projects team with coordinating outreach initiatives.
- Collaborate with team members on disability education, project and communication efforts.
- Support the disbursement process of the Endowment 150 (E150) Grant, as needed.
- Support Access RDSP collaborative work, where appropriate.
- Support projects team on report or grant writing, as needed.
- Support the collection, interpretation and processing of evaluation data.

Qualifications:

- Strong communication, interpersonal, and networking skills.
- Ability to communicate with a diverse group of people.
- Capacity to balance meticulous attention to detail while ensuring multiple deliverables on various initiatives.
- Strong time management skills.
- Initiative-taker with the ability to work with minimal supervision.
- Exceptionally organized and detail-oriented, while maintaining flexibility and adaptability.
- Ability to work collaboratively within a team setting.
- Understanding of and experience in the family-led disability movement and other marginalized populations, as well as the concepts of asset-based community development an asset considered an asset.
- Experience working with partners, including families and non-profit organizations an asset.
- Experience with Mac OS and Microsoft Office, including Word, Excel and PowerPoint.
- Experience with Highrise and Asana an asset.
- Knowledge of the Registered Disability Savings Plan (RDSP) a strong asset.

Candidates applying to this posting must meet Canada Summer Jobs eligibility requirements.
(See next page)



Eligible Candidates

- Are between 15 and 30 years of age.
- Be a Canadian Citizen, Permanent Resident, or Person to Whom Refugee Protection has been conferred under the Immigration and Refugee Protection Act for the Duration of the Employment*
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant Provincial and Territorial Legislation and Regulations.
- Youth who self-identify as living with disabilities are encouraged to apply for this position.

***International Students are not eligible participants**

Compensation and Work Schedule:

- Work Term – May to August
- Duration – 16 weeks Monday -Friday
- Location – 312 Main St, 2nd Floor
- Number of hours per week – 37.5
- Hourly wage – \$13.85 per hour
- Anticipated start date – May 1, 2019

How to apply:

Application Deadline: March 22nd, 2019 at MIDNIGHT.

Please follow this link to fill to apply:

<https://www.surveymonkey.com/r/PIsummerintern>

We thank all applicants for their consideration of this position. Only shortlisted applicants will be contacted.