



GLOCAL Foundation of Canada

CO-OP / INTERNSHIP 2026

Project Management Trainee – Civic Initiatives

GLOCAL is a national non-profit dedicated to making civic participation accessible, inclusive, and innovative. Through youth leadership, social innovation, and digital accessibility, we equip young Canadians, newcomers, and underserved communities with transferable skills and meaningful opportunities to shape civic life.

As a **Project Management Trainee**, you will lead a **civic taskforce**—a team of Canadian youth volunteers (aged 12-30) working together on a clearly defined project that serves the public interest. In this hands-on role, you'll gain real-world project management experience by recruiting, onboarding, and coordinating your team from start to finish, using structured tools, templates, and staff support to ensure goals, roles, and expectations are clear, practical, and achievable.

Through this work, you'll advance GLOCAL's mission to connect young people to meaningful civic action by turning local ideas into real-world impact, strengthening communities while building practical leadership.

Position Details

- **Work arrangement: Remote** (Canada-wide); optional in-person activities may be available depending on location and project
- **Compensation:** \$20 per hour
- **Hours:** 35 hours per week
- **Term options:** 4, 8, 12, or 16 weeks
- **Start dates:** Rolling
 - **Earliest start date:** January 5, 2026
 - **Latest start date:** September 5, 2026

How to Apply

Applications are reviewed on a **rolling basis** and will remain open **until all 30 positions are filled**. Interested candidates are encouraged to apply early by completing the **Pre-Interview Screening Google Form**.

👉 **Apply here:** <https://forms.gle/Pd3taPHXgfkW7UM39>

Shortlisted applicants will be contacted for interviews within 2 weeks of the date of submission.

Eligibility

- Open to students of any academic discipline
- We welcome applications from students **at any stage of their academic or professional journey** — including undergraduate, graduate, returning, and continuing-education students — who are **legally authorized to work in Canada** and prepared to take on a results-oriented, professional role.
- Selection is based on demonstrated commitment, professionalism, and readiness to deliver — not age, background, or field of study.
- Must be **legally authorized to work in Canada** for a **minimum of 20 hours per week**

About the Opportunity

This co-op / paid Internship is designed as a **project-based leadership and project management training opportunity** for students who want to translate civic interests into **real, professional experience**.

Project Management Trainees at GLOCAL do not observe projects—they **lead them**.

Through hands-on responsibility, trainees gain practical experience in:

- leadership and people management
- task and timeline coordination
- stakeholder communication
- deliverables tracking
- project evaluation and reflection

This is a **high-impact, leadership-focused, responsibility-bearing opportunity** intended to help students build credible project management experience applicable across the **public, nonprofit, research, policy, and private sectors**.

Role Overview

Each Project Management Trainee leads a **civic taskforce** — a team of Canadian youth volunteers working collaboratively on a clearly defined public-interest project.

As in many real-world project management roles, **forming, onboarding, and coordinating the project team** is part of the role. Volunteer recruitment and coordination are therefore **intentional learning components**, supported by structured tools, templates, and staff guidance to ensure expectations are **clear, reasonable, and achievable**.

Term Options & Learning Scope

Term Length	Typical Team Size	Learning Focus
4 weeks	~10 volunteers	Introductory project coordination
8 weeks	~20 volunteers	Team leadership & task sequencing
12 weeks	~30 volunteers	Full project delivery & monitoring
16 weeks	~40 volunteers	Advanced coordination & evaluation

Team size and scope scale with term length. Regular check-ins and shared systems help ensure feasibility, pacing, and support.

Intern / Co-op Eligibility vs. Volunteer Eligibility

- This opportunity is open to interns and co-op students of any age or background, provided they are legally authorized to work in Canada.
- However, the **youth volunteers** engaged through these projects must meet specific eligibility requirements set by government funders. As a result, volunteer participation is limited to **Canadian youth aged 12–30 who are Canadian citizens, permanent residents, or individuals with recognized refugee status**.
- Project Management Trainees are responsible for coordinating projects **within these volunteer eligibility parameters**, with guidance and support from GLOCAL staff.
- Regular check-ins and shared systems help ensure feasibility, pacing, and support.

Civic Project Areas

Project Management Trainees may be assigned to, or propose, a civic initiative aligned with GLOCAL's mission, such as:

- **Research projects** (e.g., homelessness, housing, public health, youth wellbeing, immigration fraud, climate change)
- **Data projects** (e.g. youth unemployment, elections, service access, civic participation trends)
- **Community outreach initiatives** (e.g. Indigenous knowledge-keeping, newcomer engagement, overseas Canadians engagement)

- **Digital & social media projects** (e.g. public education, civic storytelling, brand engagement)
- **Legal & policy projects** (e.g. AI and technology governance, environmental assessment in Canada, public policy concerning bioengineering)
- **Digital innovation projects** (e.g. support GLOCAL civic gamification project, online volunteer management portal, or another civic digital project, testing and improving GLOCAL's civic tech tools)

Applicants may also propose **original project ideas** that align with GLOCAL's broad civic engagement mandate and are feasible within the selected term.

Key Responsibilities

Project & Taskforce Leadership

- Lead a small team of youth volunteers toward a shared civic objective
- Clarify goals, timelines, roles, and expectations
- Foster inclusive, respectful, and accountable collaboration

Volunteer Outreach & Coordination

- Support volunteer recruitment using provided outreach tools, interest-based channels, campus or community networks
- Onboard volunteers and ensure clarity around commitments and deliverables
- Maintain engagement and address challenges early

Task & Deliverables Management

- Translate project goals into actionable tasks
- Coordinate timelines and milestones
- Support volunteers in completing agreed-upon work

Tracking, Reporting & Reflection

- Monitor progress and participation using GLOCAL systems
- Provide brief weekly updates on achievements and challenges
- Participate in project evaluation and learning reflection activities

Training & Support Provided

All Project Management Trainees receive structured onboarding and training in:

- public mobilization and outreach strategies
- strategic task and timeline planning
- people and team management
- deliverables tracking and accountability
- project evaluation and reflective learning

Recruitment and coordination expectations are **scaled to term length** and supported by templates, examples, and staff guidance.



Why volunteer recruitment is part of this role

GLOCAL's civic initiatives are designed around the principle of knowledge mobilization — the process of translating research, data, and civic ideas into shared understanding and action. Volunteer recruitment is therefore an essential component of this role.

By forming and coordinating project teams, trainees help ensure that civic knowledge is not produced in isolation, but engaged with, tested, and strengthened through community participation. This approach supports community empowerment, practical learning, and more sustainable civic outcomes.

Who Should Apply

This opportunity is well suited for students who are interested in:

- leadership and people coordination
- civic, public-interest, or community-focused work
- gaining hands-on project management experience

Relevant experience may come from **formal or informal settings**, including:

- student clubs or councils
- community or advocacy initiatives
- research or creative collectives
- digital or online communities
- peer-led or interest-based projects

Why Join GLOCAL

- Gain **real project management experience**, not simulations
- Lead teams delivering tangible civic outcomes
Build transferable leadership and coordination skills
- Receive references grounded in demonstrated contribution and professionalism

Questions?

Please email admin@glocalfoundation.ca with the subject line '**Co-Op / Paid Internship 2026**'.