



<https://www.internshipscanada.online/job/cart-internships/>

CART Internships 2023 Apply Here

Description

The Canada Agricultural Review Tribunal (CART) is seeking an Internships Coordinator to manage and oversee the "CART Internships" program. This program aims to provide valuable learning opportunities to students and recent graduates interested in agriculture, agribusiness, law, and related fields. As the Internships Coordinator, you will be responsible for designing, implementing, and supervising internship programs that promote educational and professional growth within the agricultural sector.

Responsibilities

1. **Program Development:**
 - Develop and maintain the "CART Internships" program, including establishing program goals, curriculum, and assessment criteria.
 - Collaborate with internal departments and external partners to identify potential internship opportunities.
2. **Recruitment and Selection:**
 - Oversee the recruitment process for interns, including advertising positions, reviewing applications, and conducting interviews.
 - Select candidates based on their qualifications, academic background, and alignment with CART's mission.
3. **Intern Supervision:**
 - Provide ongoing guidance and support to interns throughout their internship duration.
 - Monitor the progress of interns, ensuring they meet their learning objectives.
4. **Training and Development:**
 - Coordinate training sessions and orientation programs for interns.
 - Facilitate educational workshops and seminars to enhance interns' knowledge and skills.
5. **Networking and Collaboration:**
 - Foster relationships with educational institutions, industry partners, and other stakeholders to promote the "CART Internships" program.
 - Seek opportunities for collaboration and partnerships that benefit both CART and interns.
6. **Monitoring and Evaluation:**
 - Collect feedback from interns and supervisors to assess program effectiveness.
 - Make continuous improvements to the program based on feedback and evaluation.

Qualifications

- A bachelor's degree in a relevant field, such as agriculture, agribusiness, law, or education.
- Excellent organizational and communication skills.
- Strong interpersonal skills and the ability to work effectively with diverse groups of individuals.

Hiring organization

Canada Agricultural Review
Tribunal

Employment Type

Intern

Duration of employment

3 Months

Industry

Government

Job Location

Toronto, Ontario, Canada, M5B,
Toronto, Ontario, Canada

Working Hours

09

Date posted

April 10, 2024

Valid through

30.10.2026

- Demonstrated experience in program development and coordination.
- Knowledge of the agricultural industry in Canada is an asset.

Job Benefits

- **Competitive Salary:** A competitive salary or stipend to compensate the Internships Coordinator for their work and dedication to managing the program.
- **Professional Development:** Opportunities for professional development, including access to training and resources to enhance the coordinator's skills and knowledge.
- **Flexible Work Environment:** A flexible work environment that may include options for remote work, allowing the coordinator to balance work with personal commitments.
- **Health and Wellness:** Access to health and wellness benefits, such as medical, dental, and vision coverage, as well as mental health support services.
- **Paid Time Off:** Paid time off, including vacation days, holidays, and sick leave, to promote work-life balance.
- **Networking Opportunities:** The chance to build a professional network by interacting with experts in the agricultural sector, educational institutions, and industry partners.
- **Educational Opportunities:** The ability to attend relevant conferences, seminars, and workshops related to agriculture and program development.
- **Mentorship:** Access to mentorship and guidance from senior staff or leaders within CART to support career growth.
- **Retirement Benefits:** Contributions to a retirement savings plan or pension program to secure the coordinator's financial future.
- **Collaborative Environment:** A collaborative and inclusive work environment that values diversity and fosters a culture of teamwork and innovation.

Contacts

1. **Prepare Your Application Materials:**
 - Update your resume to highlight your relevant qualifications, education, and experience.
 - Write a cover letter that explains your interest in the position, your qualifications, and how your skills align with the responsibilities outlined in the job description.
2. **Review the Job Posting:**
 - Carefully read through the job posting to ensure you meet the stated qualifications and requirements.
3. **Compile Application Documents:**
 - Save your resume and cover letter as separate files, preferably in PDF format.
4. **Compose an Email:**
 - Open your preferred email platform and address a new email to the designated application email address provided in the job posting.
5. **Subject Line:**
 - Use a clear and concise subject line that indicates your intention to apply for the Internships Coordinator position at CART.
6. **Compose the Email Body:**
 - In the body of the email, briefly introduce yourself and express your interest in the position. Mention where you came across the job posting (if applicable).
7. **Attach Application Documents:**

- Attach your resume and cover letter to the email. Be sure to double-check that you've attached the correct files.

8. Customize Your Email:

- Customize your email by including specific details, such as any referral sources or additional information you think is relevant to your application.

9. Proofread Your Email:

- Before sending, carefully proofread your email for any typos or errors.

10. Send Your Application:

- Click "Send" to submit your application.

11. Confirm Receipt (Optional):

- If you haven't received a confirmation of receipt within a reasonable timeframe (usually a week or so), consider sending a follow-up email to confirm that your application was received.