



## Program & Outreach Intern

**Reports to:** Director, Student Success & Experience

**Salary:** \$18.00 - \$20.00/hr + 4% vacation pay

**Term:** May 2026 - August 2026

**Hours:** Full-time 30-35 hours per week

**Location:** Dartmouth Office, with hybrid work schedule with flexibility for events

**Deadline:** February 22, 2026 at 11:59PM EST

To support the delivery and growth of PREP's programs, we are seeking a motivated and organized Programs & Outreach Intern to assist with planning and coordinating educational programs, youth events, and workshops. This role will support curriculum development, workshop facilitation, digital resource creation, and program evaluation, while also helping manage the day-to-day operations of the PREP Youth Hub, including space bookings, event set-ups, and partner communications. The position offers hands-on experience in youth programming, community engagement, and nonprofit operations, making it an ideal opportunity for a student or youth alumni interested in education, community development, or nonprofit leadership.

### Key Responsibilities

- Plan and coordinate educational programs, youth events and workshops.
- Support with lesson plans and create workshop materials to align with the needs of student participants.
- Create resources and support digitizing programs to reach students online.
- Help facilitate PREP workshops and create online videos to support program outreach.
- Assist in evaluating programs, creating surveys and helping conduct focus groups to collect data and feedback to improve impact.
- Attend community events, and set up PREP pop up booths.
- Support with new partnership cultivation and announcements.
- Help to refresh curriculum and content.
- Support the coordination and day-to-day operations of the PREP Youth Hub, including managing space bookings, program and event set-ups, supporting visiting organizations, and handling related communications to ensure the hub runs smoothly for students, partners, and community use.

- Other duties as assigned.

### **Qualification and Experience**

- Dedicated opportunity for a PREP Academy Alumni currently enrolled in postsecondary.
- Comfortable using Spreadsheets, Google Docs and Google Forms.
- Someone who can contribute ideas and be creative.
- Organizational skills with the ability to bounce between projects as you're supporting the organization as a whole.

### **How to Apply**

- Send your resume and cover letter to [hr@thepreacademy.ca](mailto:hr@thepreacademy.ca) using the subject header: Programs & Outreach Intern.
- Students will be given a pre-interview assignment to complete as part of the selection process.