



Program & Outreach Intern

Reports to: Manager, Programs & Community Engagement

Salary: \$18.00 – \$19.00/hr + 4% vacation pay

Term: September 2026 – December 2026

Hours: Part-time or Full-time (15hrs–30hrs), depending on student availability

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

Deadline: September 18, 2026

Position Summary

To support the delivery and growth of PREP's programs, we are seeking a motivated, organized, and community-minded Programs & Outreach Intern to assist with the planning, coordination, promotion, and delivery of educational programs, youth events, workshops, and outreach initiatives.

The intern will help create welcoming, engaging, and well-organized experiences for PREP students while gaining hands-on experience in youth programming, community engagement, event coordination, and nonprofit operations.

Key Responsibilities

- Support the planning and coordination of PREP programs, workshops, events, and youth initiatives, including Open Houses, Campus Tours, the PREP Expo, and community events.
- Assist with program and event preparation, including materials, supplies, registration, room set-up, participant communications, and day-of coordination.
- Help create positive and engaging experiences for youth by welcoming participants, supporting activities, and ensuring programs and events run smoothly.
- Support outreach and promotion by preparing student-facing materials, presentations, flyers, signage, and other resources using Canva.
- Represent PREP at community events and assist with setting up and attending PREP pop-up booths and outreach activities.
- Support the day-to-day coordination of the PREP Youth Hub, including space bookings, program and event set-ups, partner visits, and related communications.



Program & Outreach Intern

- Assist with program evaluation by preparing surveys, collecting participant feedback, supporting focus groups, and organizing information that helps PREP strengthen its programs.
- Provide general program, outreach, and event support as needed.

What You'll Gain

Hands-on experience in youth programming, event coordination, community outreach, program evaluation, communications, and nonprofit operations, while contributing directly to meaningful experiences and opportunities for African Nova Scotian youth.

Education and Experience

- Dedicated opportunity for a PREP Academy Alumni
- Due to funding, the student must be currently enrolled in postsecondary
- Comfortable using Spreadsheets, Google Docs, Google Forms and CANVA
- 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@theprepacademy.ca using the subject header: **Programs & Outreach Intern**