

## Winter 2020 Placement Opportunities

Department of Historical and Cultural Studies, University of Toronto Scarborough

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**HOST ORGANIZATION:** Council of Agencies Serving South Asians (CASSA)

**Number of Vacancies:** 4 students (2 per project)

**Site:** 5200 Finch Avenue East, Suite 301A. Scarborough.

<http://cassa.on.ca/>

**Mission:** To facilitate the economic, social, political and cultural empowerment of South Asians by serving as a resource for information, research, mobilization, coordination and leadership on social justice issues affecting our communities. Create social change by building alliances and working collaboratively with those who share a vision of empowering all communities to participate in defining Canada's future

### Project 1: Research on Employment Equity of South Asians in Toronto

#### Information about the project:

- This project is funded by United Way of Toronto & York Region.
- This initiative is a three-year community based research study on the employment needs, barriers, and recommendations for employment equity for South Asian immigrant communities in Toronto.
- The study will aim to conduct a needs assessment study to identify the needs and barriers of South Asian immigrant communities in Toronto are to gaining meaningful employment.
- The second part of the study is to develop recommendations for public policy changes as well as recommendations for business process improvements to help meet the needs and alleviate the barriers faced by South Asian communities.
- The third and final part of the initiative will be a year-long campaign to engage communities and disseminate information on the findings of this study to advocacy groups, policy makers, regulatory bodies, and employers. In this phase, we will engage the South Asian immigrant communities in Toronto in advocacy efforts to pressure all three levels of government, regulatory bodies, and large employers, to make the necessary public policy changes to eliminate barriers to meaningful employment and to advocate for sector wide changes for employers.
- Link for more info:  
<http://cassa.on.ca/research-on-employment-equity-of-south-asians-in-toronto/>

#### Work to be completed by students:

- Inputting and analysing data collected through focus groups and informant interviews
- Supporting literature reviews, research and writing
- Collecting and organizing information from outreach efforts
- Supporting policy analysis
- Starting to build stakeholder relations for advocacy

#### Desirable skills and/or qualifications:

Candidates should:

- Have a strong understanding of anti-oppression, anti-racist frameworks
- Passion for community-focused projects and research supporting racialized communities.
- Take direction well, work quickly, work in a professional office environment
- Work with attention to detail and accuracy

- Have strong verbal and written communication.
- Have an ability to understand policy, and implications of programming and policy on South Asian communities.

**CASSA is seeking:**

Two students, to work at the CASSA office, for the Research on Employment Equity of South Asians in Toronto project for 6-8 hours/week.

**Project 2: Legal Education for Refugee Women**

**Information about the project:**

- Funded by Law Foundation Major Responsive Grant.
- The Legal Education for Refugee Women project will be providing refugee women with information in a variety of languages and will help refugee families to navigate systems in order to overcome challenges. The challenges include language barriers, anxiety and isolation, reduces changes of being taken advantage of landlords, and employers, and other people in positions of power. It supports with learning opportunities and builds capacity to be civically engaged.
- The legal education will be disseminated in three ways. First, CASSA will partner with various legal aid associations and settlement organizations to organize focus groups for refugee women, lawyers and service providers. There will be two focus groups held in Toronto and two held in London, Ontario.
- Second, the topics and content of the legal toolkit for refugee women will be developed in the form of a small booklet. CASSA will translate the toolkit into three languages. CASSA will also distribute hardcopies of the toolkit to Legal Aid clinics and community agencies serving refugees.
- Thirdly, we will organize two forums in the Toronto and one forum in London to explain how to use the toolkit to refugee women, service providers, and legal clinics.

**Work to be completed by students:**

- Help organize focus groups for refugee women, lawyers and service providers
- Transcribing feedback and input to develop the topics and content of the legal toolkit for refugee women in the form of a small booklet
- Support in organizing consultations with experts on toolkit content
- Collect secondary data collection and research for toolkit content
- Organize two forums in the Toronto and one forum in London to explain how to use the toolkit to refugee women, service providers, and legal clinics.

**Desirable skills and/or qualifications:**

Candidates should:

- Have a strong understanding of anti-oppression, anti-racist frameworks
- Passion for community-focused projects and supporting racialized communities
- Have strong communication skills to work with stakeholders, proficiency with phone and email
- Strong minute-taking and editing skills
- Organization skills ensuring all edits and feedback from stakeholders is captured
- Strong time management skills and work in a quick manner
- Coordinate logistics and related materials for meeting
- Strong teamwork skills and work with a variety of partners

**CASSA is seeking:**

Two students, to work at the CASSA office, for the Legal Education for Refugee Women project for 6-8 hours/week.

**HOST ORGANIZATION:** Access Alliance Multicultural Health and Community Services

**Number of Vacancies:** 1 student

**Site:** AccessPoint on Danforth (East satellite site)

3079 Danforth Avenue

(416)699-7920 x.405

[www.accessalliance.ca](http://www.accessalliance.ca)

Access Alliance Multicultural Health and Community Services is a multi-service community agency that works to improve health outcomes for the most vulnerable immigrants, refugees and their communities. We do this by facilitating access to services and addressing systemic inequities. Access Alliance is committed to increasing knowledge and enabling action for addressing social determinants of health that affect newcomer and racialized groups. We employ a broad range of strategies using an integrated and interdisciplinary approach. We envision a future in which Toronto's diverse communities achieve health with dignity.

### **The Green Access Program**

Established in spring 2011, the Green Access Program is based at the Green Roof at Access Point on Danforth, a community services Hub. This program is geared towards community engagement and the promotion of environmental awareness and healthy eating, with a focus on hands-on learning and capacity building. The project engages residents, primarily immigrants and refugees, in environmental stewardship that is relevant to an urban setting, and promotes environmental education that makes the links with social issues and the social determinants of health. The Green Roof is a demonstration project to inspire other health service providers.

### **RESPONSIBILITIES AND DUTIES OF PLACEMENT POSITION**

- Assist and support Health Promoter with Green Access Program initiatives related to ecological food growing
- Participate in planning and implementation of Green Access programs
- Support community development work through multiple forms of outreach work; potential participation in local network meetings;
- Communicate and collaborate with community members and promote collaboration and social interaction

### **Other requirements**

- Attend student orientation
- Attend staff and team meetings as needed, training workshops and community events to learn about Access Alliance and the communities that we work with
- Willingness to collaborate with another student/s (if more than one placement is found)
- Complete a student project
- Winter months: potential for research and evaluation about Green Access, event planning, fundraising

**HOST ORGANIZATION:** Institute of Islamic Studies – University of Toronto

**Number of Vacancies:** 4 students (1 per project)

**Site:** 170 St. George Street, Suite 530, Toronto ON, Canada M5R 2M8

<https://islamicstudies.artsci.utoronto.ca/>

<b>Placement #1</b>	The student intern will be responsible for assisting in collecting, reviewing, and assessing scholarly literature for the purpose of a scoping review on Canadian Muslim public health research. The student will be trained by an IIS post-doctoral fellow on how to conduct the search for literature, and the student will be responsible for finding all relevant studies in the Canadian, North American, and/or global context(s). With guidance, the student will organize the main findings of these studies and group relevant subsets of research. This internship may provide an opportunity for co-authorship depending on the student's contribution to written materials.
<b>Placement #2</b>	The student intern would provide support for the Muslims in Canada Archives (MiCA) at the Institute of Islamic Studies by assisting with the archival processing of donated materials to the archives pursuant to MiCA's policies and procedures and under the guidance of MiCA's supervisor. This could include the following: sorting photographs, watching videos (i.e. VHS tapes, DVDs, and so on), listening to cassette tapes, and processing other multimedia to provide brief, concise descriptions of each material. The ideal candidate should be well organized, possess good writing skills, and, most importantly, have an interest in memory work, material culture, and the history and advocacy work of Muslims in Canada.
<b>Placement #3</b>	The student intern will support research on a book project dealing with Canadian and American national security policy and law. The project centres on a recent legal case in the US and demands examining archives and conducting interviews that flesh out the facts of the case. The candidate will learn to sift through online legal archives, work with recorded audio interviews, and examine secondary literature on the monitoring of Muslims in Canada. An ideal candidate is someone with a reasonable knowledge of historical writing, is well-organized, and, most importantly, motivated to learn about and work on unearthing state Islamophobia in the post-9/11 period.
<b>Placement #4</b>	The student intern will support the ongoing communications strategy at the Institute of Islamic Studies, with special focus on social media, website content development, communication design templates.

**HOST ORGANIZATION:** Multicultural History Society of Ontario (MHSO)

**Number of Vacancies:** 1 student

**Site:** MHSO Office, 901 Lawrence Avenue West, Toronto, Ontario M6A 1C3

<http://mhso.ca/wp/>

Currently, the MHSO is collaborating with the Ojibway and Cree Cultural Centre in Timmins on a project to transcribe and translate 100 of 302 oral history interviews that our two organizations conducted in remote First Nation communities in northern Ontario in the late 1970s. The interviews are in Cree, Oji-Cree, and Ojibwe. Indigenous transcribers/translators have been engaged to undertake the work. Once drafts of the original-language transcripts and English-language translations have been completed, the student will work to combine multiple documents for each interview into one document (the transcribers/translators are preparing separate documents for each 30-minute segment of the interviews), reformat the documents, undertake light copy-editing, and finalize the interview topics section and, in the English-language translations, the time stamps. The MHSO has a detailed transcription guide that will provide guidance for much of this work. This placement is ideally suited for an Indigenous student or a student with an interest in Indigenous histories.

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**HOST ORGANIZATION:** Islamic Foundation School

**Number of Vacancies:** 1 student

**Site:** 441 Nugget Ave, Scarborough, ON M1S 5E1

<https://www.islamicfoundation.ca/academic-school/>

This placement will involve researching the historical background of the Islamic Foundation School and its inception as an organization as the Islamic Foundation of Toronto and its school are cultural icons for Canadians especially many people in the GTA.