



## IYIP INTERNSHIP 2024-2029

**Internship location:** Pikine/Département de Keur Massar

**Host organization:** ALPHADEV

ALPHADEV's mission is to contribute to the fight against poverty at the local and national levels by building the capacity and empowering communities to achieve autonomy and sustainable development. The organization therefore works to promote the socio-economic advancement of women, youth, and children from disadvantaged backgrounds, striving for a just and equitable society through participatory and sustainable development. For ALPHADEV, literacy is not an end in itself, but rather an essential lever for the socio-economic emancipation of citizens.

**Position Title:** Administrative Intern

**Language:** advanced level of French (both written and spoken) is required.

**Mandate:**

Among other things, the intern will have the opportunity to focus on the following areas and may be asked to perform other related tasks during their mandate, depending on the organization's needs.

- Create a database for the community learning center
- Organize physical and digital administrative records
- Provide logistical support for activities (meetings, workshops, events, etc.)
- Contribute to improving administrative procedures and tools, in collaboration with the team
- Support project teams in implementing and monitoring their activities in the field

**Required Skills:** The candidate must demonstrate an interest in international solidarity and have training or initial experience in administration or a related field.

## **Training before departure and upon return from the internship**

Before departing, selected candidates must participate in a two-week (10 business days) pre-departure training program in Montreal, conducted in French by trainers who are recognized experts in their fields. The program will cover a variety of topics. A shorter online training program, conducted in English, may also be offered.

The IYIP also aims to help participants enter the job market upon their return. As part of this, the program includes workshops designed to improve interview skills and strengthen job search strategies.

### **In addition, participation in the IYIP covers:**

- Airfare;
- Accommodation costs in the host country;
- Visa fees, if required;
- Required vaccinations\*;
- Emergency medical insurance;
- Monthly living stipend;
- Personalized follow-up during your stay abroad.

### **Duration of the internship abroad: 3 months**

However, **IYIP is a comprehensive 4–5-month commitment** that will take you through pre-departure training (2 weeks), an international internship (3 months), and post-return components including employability training and a mandatory public engagement activity.

To be eligible for the International Youth Internship Program (IYIP), the candidate must:

- Be 18-30 years old
- Be a Canadian citizen or a permanent resident
- Not have previously completed an IYIP Placement ([see our FAQ](#))

The International Youth Internship Program (IYIP) is particularly aimed at youth facing barriers to employment: those who belong to or identify themselves as members of a group that faces discrimination, such as people living with disabilities, Indigenous peoples, racialized youth and members of the 2SLGBTQI+ community.

To register, please access the form below by clicking on apply.

- Only the candidate who send its CV and motivation letter (in PDF via the registration form) will be considered during the selection process.

Information: [psij@alternatives.ca](mailto:psij@alternatives.ca)

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