

BCPA Internship

Objective of Internship:

To facilitate a unique opportunity for students to contribute to the work of *The British Columbia Psychological Association (BCPA)* while attending an accredited post-secondary institution.

Types of internships:

BCPA understands that students go through their undergraduate or graduate degrees at different paces; which is why we offer options to facilitate this diversity.

- Part-time internships (per semester)
- Full-time internships (per semester)
- Short term full-time internships (per semester)
- Project-specific internships (length of event: PT & FT)

Benefits:

Non-profits offer great hands on experience and an opportunity to develop your skill set. Such opportunities include:

- ✓ Experience working in a professional environment
- ✓ **Volunteer coordinating**
- ✓ Develop effective communication skills
- ✓ **Develop graphic design/editorial portfolio**
- ✓ Develop a network of professionals
- ✓ **Event coordinating experience**
- ✓ Professional development
- ✓ **BCPA Committee involvement**
- ✓ Administrative and organizational skills
- ✓ Attending professional workshops for free!

Work terms:

- Minimum commitment of 3months.

Internship Description:

Intern will help staff with administrative duties and assist with office tasks. Tasks include responding to BCPA members, archiving documents, assisting in creating financial reports, faxing and filing of documents and updating membership information on the online database. Interns will attend board meetings, committee meeting and assist in workshop preparation. Interns will learn to prepare agendas for meetings and take meeting minutes.

Registration:

In order to qualify for BCPA internships you must meet the following criteria.

- I. Must be a current post-secondary undergraduate or graduate student at an accredited University or College.
- II. Must be either: enrolled in classes for the semester of application or the semester prior or after the date of application (e.g., if applying in summer 2013 you must be enrolled for September 2013 or completed Spring 2013 and are planning to return). Please provide proof of registration from your respected school.
- III. Must be able to meet the time commitment required by the position; which is stated in the "type of internship".
- IV. Must comply to a criminal record check (<http://www.pssg.gov.bc.ca/criminal-records-review/>)

When Applying:

Please include a copy of the following items when applying for the internship:

1. Cover letter (specifying the type of internship and the term you are applying for)
2. Resume/ CV
3. Proof of enrollment at an accredited University (see: registration II. for details)

Applications can be submitted in the following ways:

Mail: RE: BCPA Internship Application
The British Columbia Psychological Association
#402-1177 West Broadway
Vancouver, BC
V6H 1G3

OR

E-mail: hr@psychologists.bc.ca
Subject: BCPA Internship Application

OR

Fax: 604-730-0502
Attention HR: BCPA Internship Application