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## TDSB Internships – Toronto District School Board 2025 Apply Now

### Description

As a TDSB Internships Coordinator, you will play a pivotal role in managing and overseeing internship programs that bridge the gap between academic learning and real-world experience. This position offers a unique opportunity to contribute to the growth and development of future educators and professionals, while also strengthening community ties.

### Responsibilities

- 1. Program Development:**
  - Design and implement internship programs tailored to meet the needs of diverse participants.
  - Collaborate with educational institutions, community organizations, and industry partners to enhance program offerings.
- 2. Recruitment and Selection:**
  - Coordinate the recruitment process for interns, including advertising positions, conducting interviews, and selecting qualified candidates.
  - Work closely with schools and departments to match interns with appropriate placements based on their skills and career goals.
- 3. Orientation and Training:**
  - Develop and deliver comprehensive orientation sessions for interns, providing them with essential information about TDSB and their roles.
  - Facilitate professional development opportunities and training sessions to support interns in their learning and skill development.
- 4. Monitoring and Evaluation:**
  - Regularly assess and monitor the progress of interns throughout their placements.
  - Collect feedback from interns, mentors, and supervisors to continually enhance the internship experience.
- 5. Community Engagement:**
  - Build and maintain strong relationships with local communities, businesses, and educational institutions to foster collaboration and create additional internship opportunities.
  - Represent TDSB at events and meetings related to internships and professional development.

### Qualifications

- Bachelor's degree in Education, Human Resources, or a related field. Master's degree is an asset.
- Previous experience in program coordination, education, or human resources.
- Strong organizational and communication skills.
- Ability to work collaboratively with diverse stakeholders.
- Passion for education and a commitment to fostering a positive learning environment.

### Hiring organization

Toronto District School Board

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Primary and Secondary Education

### Job Location

Toronto, Ontario, Canada, M5B,  
Toronto, Ontario, Canada

### Working Hours

09

### Date posted

February 8, 2025

### Valid through

29.01.2028

## **Job Benefits**

### **1. Competitive Compensation:**

- TDSB Internships offers competitive salaries to attract and retain top talent in the industry.

### **2. Health and Wellness:**

- Comprehensive health insurance coverage, including medical, dental, and vision plans.
- Employee Assistance Program (EAP) providing confidential counseling and support services for personal and professional challenges.

### **3. Professional Development:**

- Access to ongoing professional development opportunities to enhance skills and stay current in the field.
- Networking events, workshops, and training sessions to foster continuous learning.

### **4. Work-Life Balance:**

- Generous vacation and paid time off policies.
- Flexible work arrangements and telecommuting options where applicable.

### **5. Retirement Savings:**

- Participation in a defined contribution pension plan for long-term financial security.

### **6. Employee Recognition:**

- Recognition programs acknowledging and rewarding outstanding contributions and achievements.

### **7. Employee Discounts:**

- Discounts on various goods and services, including fitness memberships, entertainment, and local businesses.

### **8. Career Advancement:**

- Opportunities for career growth and advancement within the TDSB organization.
- Mentorship programs to support professional development.

### **9. Inclusive and Supportive Culture:**

- A diverse and inclusive work environment that values and respects all employees.
- Employee resource groups and affinity networks to foster connections and collaboration.

### **10. Community Engagement:**

- Opportunities to engage with the local community through volunteering and outreach initiatives.

## Contacts

1. **Prepare Your Documents:**
  - Ensure that you have an updated resume and a cover letter that highlights your qualifications, relevant experience, and why you are passionate about contributing to TDSB's internship programs.
2. **Visit the TDSB Careers Page:**
  - Go to the TDSB Careers Page on our official website or use the provided link in the job posting.
3. **Search for the TDSB Internships Coordinator Position:**
  - Look for the specific job posting for the TDSB Internships Coordinator position. You can use keywords such as "Internships Coordinator" or the job reference number.
4. **Review the Job Description:**
  - Familiarize yourself with the job description, responsibilities, and qualifications outlined in the posting.
5. **Complete the Online Application:**
  - Follow the instructions on the TDSB Careers Page to complete the online application form. Be sure to upload your resume and cover letter as part of the application process.
6. **Submit Required Information:**
  - Provide the requested information, including your contact details, educational background, work experience, and any other information requested in the application form.
7. **Confirmation Email:**
  - After submitting your application, you will receive a confirmation email acknowledging the receipt of your application. This email may also include additional information about the recruitment process.
8. **Application Review:**
  - Our HR team will review applications to shortlist candidates based on their qualifications and fit for the role.
9. **Interview Process:**
  - Shortlisted candidates will be contacted for interviews. The interview process may include one or more rounds of interviews with TDSB representatives.
10. **Selection and Offer:**
  - Successful candidates will receive an offer of employment. The offer will include details such as start date, compensation, and other relevant information.
11. **Welcome to TDSB:**
  - Once you accept the offer, you'll be welcomed into the TDSB community. We look forward to having you contribute to our mission of providing quality education and valuable internship experiences.