



JOB POSTING – SharePoint Librarian Intern

Organization:	Right To Play International
Department/Division:	Information Technology
Work Location:	Toronto, Canada
Work Arrangement:	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department. Possibility of full-time remote-working pending management approval.
Authorized to work in:	Canada (Eligible to work legally without requiring sponsorship or work permit)
Target Hiring Range:	\$25.000 - \$30.00 CAD per hour
Target Start Date:	May 1, 2023
Contract Duration:	Full-time 4-month internship
Application Closing Date:	Open until position is filled

ABOUT US:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

Reporting to the Information Technology department, the SharePoint Librarian intern will help support SharePoint improvements and updates across the organization.



Phone: + 1 416 498 1922



Mailing Address: PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8
Street and Courier Address: 43 Front St E, Unit 200, Toronto, ON M5E 1B3



Website: righttoplay.com



WHAT YOU'LL DO:

- Work with Department leads to assist with continuously updating their department SharePoint site, so staff are able to find relevant information quickly
- Collect and consolidate/organize the data using an established folder structure template created by the SharePoint Librarian
- Regulating access permissions for the library itself as well as moderating read/write permissions for every subfolder
- Provide support to departments and employees on 'how to' questions for SharePoint.

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Master of Library and Information Science's, Library & Information Studies or relevant fields

EXPERIENCE:

- Experience with SharePoint and savvy with data.
- Experience providing permissions in SharePoint and understanding the library structures.

KNOWLEDGE/SKILLS:

- Tech savvy
- Understanding of SharePoint

LANGUAGES:

- Fluency in spoken and written English

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and "play" is appreciated as a core avenue to building community.

- Flexible work arrangements (e.g., work from home and flex hours)
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events



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HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/118493-sharepoint-librarian-intern/464111-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately, and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

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