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TDSB Internships – Toronto District School Board 2026 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
August 21, 2026

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.