

## **Operations & Systems Development Intern**



**Location:** Hybrid or Remote (Halifax, Nova Scotia)

**Salary:** \$18/hr + 4% vacation

**Hours:** 32hrs/ week

**Term:** April 2026 - July 2026 (with possible extension)

**Reports to:** Founder & CEO

**Application deadline:** Sunday, February 22, 2026 at 11:59PM AST

### **About Mauya**

Mauya Creative Arts & Wellness Inc. is a Halifax-based creative organization that designs culturally grounded, inclusive experiences that bring people together through art, wellness, and community.

Unlike traditional art studios, Mauya delivers tailored, on-demand programming including corporate team-building sessions, private creative events, and workshops focused on holistic wellness through art. We partner with workplaces, community organizations, and underserved communities to make creative experiences more accessible and affirming.

Our work centers on creating safe, welcoming spaces where people can explore creativity, build confidence, and experience connection. As a growing organization, we are actively strengthening our internal systems, partnerships, and programming infrastructure to support long-term sustainability and impact. Team members at Mauya gain hands-on exposure to creative program delivery and community-focused organizational growth.

### **Overview**

The Operations & Systems Development Intern will support the design, refinement, and documentation of the systems that power Mauya's creative programming and partnerships. This role focuses on building sustainable operational infrastructure, strengthening workflows, and improving digital systems that enable organizational growth.

This internship is ideal for a student interested in systems thinking, creative entrepreneurship, or community-based organizational development.

### **Key Responsibilities**

#### **Operations & Systems Development**

- Audit and improve digital file organization and documentation systems
- Develop and refine standardized templates (event checklists, onboarding guides, workflow documents)
- Support the creation of clear, repeatable internal processes
- Identify operational inefficiencies and propose improvements

### **Event & Program Operations**

- Support event logistics planning and coordination
- Strengthen documentation and workflow systems for private bookings and recurring programming
- Assist in maintaining internal timelines and tracking tools

### **Digital Infrastructure Support**

- Update and maintain website content (events, service pages, archives)
- Support digital content publishing workflows in collaboration with the Marketing team
- Maintain organized digital records and tracking systems

### **Partnerships & Funding Support**

- Research partnership and funding opportunities
- Maintain partnership and grant tracking systems
- Assist in drafting proposals, reports, and application materials

### **Other Duties**

- Provide general operations support aligned with ongoing organizational priorities
- Other duties as assigned in support of Mauya's growth and programming

### **Who We're Looking For**

#### **Student Eligibility Requirements**

Applicants must:

- Be studying any discipline at the diploma or degree level
- Be enrolled full- or part-time at an eligible Canadian post-secondary institution
- Hold Canadian citizenship, Permanent Residency, or refugee status (international students are unfortunately not eligible)

#### **Preferred Skills & Qualities**

- Highly organized and detail-oriented
- Strong written communication and formatting skills
- Proactive, self-directed, and comfortable taking ownership of projects
- Interested in operations, systems development, and or creative entrepreneurship
- Comfortable learning and using digital tools (Google Workspace, Wix, MailerLite, Canva, etc.)

## **Commitment to Equity & Representation**

Mauya is committed to building an inclusive and representative team that reflects the communities we serve. We strongly encourage applications from students who self-identify as members of underrepresented groups, including but not limited to women in STEM, Indigenous Peoples, people with disabilities, newcomers to Canada, first-year students, and members of visible minority communities.

We welcome applicants from all backgrounds and lived experiences, particularly those who are passionate about community-focused, culturally grounded work.

## **Why Join Mauya?**

This internship offers hands-on experience in building the operational backbone of a growing creative nonprofit. You will gain practical exposure to systems design, event operations, partnership development, and grant processes — all within a supportive, mentorship-focused environment.

Benefits include:

- A collaborative and values-driven team culture
- Opportunities to meet and work closely with other creatives
- A supportive, flexible environment with structured mentorship and professional development
- A vibrant, dynamic work experience with free access to all our creative events!

## **How to Apply**

Send your resume and cover letter in PDF format to [info@mauyatheabstract.com](mailto:info@mauyatheabstract.com) using the subject header: Operations & Systems Development Intern.