

INTERNSHIP OPPORTUNITY WITH EQUITAS

International Center for Human Rights Education SUMMER 2018

POSITION: Education Assistant – International Human Rights Training Program

LOCATION: Montreal and Ste-Anne-de-Bellevue, Quebec

DESCRIPTION OF THE HOST ORGANIZATION:

Equitas was established as a non-profit, non-governmental organization in 1967 with a mandate to advance democracy, human development, peace and social justice through educational programs. Each year in June, Equitas organizes its 3-week, intensive International Human Rights Training Program (IHRTTP) at John Abbott College in Ste-Anne-de-Bellevue, where approximately 100 human rights workers from over 45 countries come to gain knowledge, skills and strategies related to human rights education.

INTERN'S DUTIES & RESPONSIBILITIES:

The Intern will help support educational aspects of the IHRTTP in collaboration with the Program's education team. Specifically, the Intern is responsible for the preparation and support of educational materials, plenary sessions, and participants Individual Plans. As part of the Equitas Education Unit, the Education Assistant reports to the IHRTTP Education Specialist.

Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.

HOST ORGANIZATION REQUIREMENTS:

Before the Program:

- Support the education team's document translation needs
- Support the preparation and review of Program manuals and materials
- Support the compilation and analysis of the pre-training assignments
- Update the daily plans (French and English)
- Support preparation and review of evaluation tools
- Support the preparation of the online interactive communication tool, the Equitas Community, for the IHRTTP
- Prepare facilitators' and education team materials and supplies
- Support and prepare the facilitator orientation session
- Perform other duties as determined in consultation with the IHRTTP Education Specialist

During the Program (Dates):

- Under the direction of the Education Specialist, provide on-site support to the Education team and the facilitators in various aspects of the preparation of the Program:
 - Preparation of daily plans (French and English)
 - Support administration, compilation, analysis and data entry of IHRTTP evaluations
 - Preparation of various documents (posters, articles, schedules, etc.)
 - Attendance at the facilitator debriefing sessions
 - Communication with Resource People
 - Preparation and translation of PowerPoint presentations
 - Support with other translation needs where required
 - Preparation and management of audiovisual equipment used during the Program

- Attendance at plenary sessions and preparation of proceedings (in collaboration with the Research and Education Assistant)
- Support the preparation of the pedagogical material needed for the Program (e.g. Culture of Human Rights Tree)
- Support the organization of the Open Space Technology (OST) activity
- Assist the Education team in preparing materials for activities Support participants in using the Equitas Community and uploading documents to the community
- Perform other duties as determined in consultation with the IHRTP Education Specialist

After the program:

- Compilation and analysis of participants' Individual Plans
- Complete remaining data entry from evaluation questionnaires; support the Education team with the analysis of the evaluation data
- Prepare and submit an activity report
- Perform other duties as determined in consultation with the IHRTP Education Specialist

HOST ORGANIZATION REQUIRED COMPETENCIES:

- Very organized;
- Autonomous;
- Attention to detail;
- Strong sense of initiative;
- Excellent communication skills;
- Knowledge of computers;
- Fully bilingual;
- Ability to work in high-pressure environments;
- Enjoy working with others;
- Strong interest in human rights;
- Familiarity with Microsoft Office is an asset

HOURS: Full-time, normally 35-40 hours per week. Monday to Friday.

REMUNERATION: \$CAD 3500 will be paid for 12-week internship.

HOW TO APPLY: Students must complete the online Arts Internship Application Form available on the AIO website www.mcgill.ca/arts-internships

Application Deadlines:

International internships: November 20, 2017. Canada & US internships: January 29, 2018

All internships will run for eight weeks from May 14th to July 6th, 2018.

ELIGIBILITY:

- McGill Faculty of Arts student completed 60 credits
- Minimum CGPA of 2.7
- Returning to McGill in the fall following the internship
- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns

COSTS: The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

TRAVEL ARRANGEMENTS: Preparing travel arrangements to and from the internship host community is the responsibility of the intern.

ACCOMMODATIONS: Finding suitable lodging during the internship is the responsibility of the intern.

Please Note:

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.

The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration..

WORKSHOPS:

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Meeting (All internships)
- Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe)
- Interns Responsibilities and Guidelines
- International Travel Pre-Departure Session (Internships outside of Canada, the U.S & Europe)
- International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
- Success in a Professional Environment (Internships in an office setting)

HEALTH AND SAFETY:

All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. http://www.voyage.gc.ca/countries_pays/menu-eng.asp

Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.

The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.

Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.

ENTRY REQUIREMENTS:

Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.

The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.