



INTERNSHIP OPPORTUNITY WITH Casa Canadiense – Casa Pueblito Toronto SUMMER 2018

POSITION: Grant Writing & Event Assistant Intern

LOCATION: Toronto, Ontario

DESCRIPTION OF THE HOST ORGANIZATION:

Casa Canadiense-Pueblito Canada (hereafter Casa-Pueblito) is a non-profit, international organization that facilitates community development and intercultural learning with a focus on youth in Canada and Latin America.

INTERN'S DUTIES & RESPONSIBILITIES:

Under the supervision of the Executive Director the intern will apply for grants and assist with spring and summer events relating to Casa - Pueblito's Programs in Latin America. The intern will research the application guidelines of specific grants, develop letters of intent in conjunction with the Executive Director/Fundraising Administrator, and gather all supporting documentation for the grant applications. The intern will be expected to adapt a basic template for a variety of funders.

Interns' duties and projects may not be as listed. The intern will also assist Casa - Pueblito staff with the development and coordination of spring and summer fundraising events. These will depend on the needs of the host organization.

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HOST ORGANIZATION REQUIREMENTS:

- Must be pursuing a social sciences degree: international development preferred
- Must speak, read, and write English fluently
- Proficient with Microsoft office software
- Excellent writing skills required
- Knowledge of Ontario curriculum an asset
- An interest in global education and international development an asset

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

REMUNERATION: If the internship is unpaid, successful applicants may be eligible to apply for Faculty of Arts Internship Awards.

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 twelve weeks from May 7th to July 27th, 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.