

INTERNSHIP OPPORTUNITY WITH CANADIAN JOURNALISTS FOR FREE EXPRESSION (CJFE) SUMMER 2019

POSITION:	Communications and Research Assistant
LOCATION:	Toronto, ON, Canada
DESCRIPTION OF HOST ORGANIZATION:	CJFE is a non-profit, non-governmental organization based in Toronto that works to defend and protect the right to free expression in Canada and around the world. To this end, CJFE engages in various activities, including management of the Journalists in Distress Fund, the International Press Freedom Awards, as well as special public events like World Press Freedom Day.
INTERN'S DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assist at CJFE's World Press Freedom Day event. - Carry out research and writing duties for CJFE's website and social media. - Conduct research on press freedom issues in Canada, as well as other topics. - Conduct research and write letters of protest, and press releases, on behalf of CJFE regarding free expression violations world-wide. - Assist with events and other activities as needed. - Contribute to CJFE's communications including the Annual Press Freedom Review. - Assist with research into cases for the Journalists in Distress Fund. - Carry out administrative duties for CJFE as needed. <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
HOST ORGANIZATION'S REQUIREMENTS:	<ul style="list-style-type: none"> - Excellent written communication skills. - Fluency in English. - Ability to work in French and/or Spanish considered an asset. - Detail-oriented. - Team player; works well independently. - Computer literate (Word, Excel, Outlook). - Website Development and Nationbuilder experience considered an asset. - Previous experience (work or voluntary) in human rights, international development or journalism is considered an asset. - Interest in and awareness of current affairs and knowledge of free expression issues.
HOURS:	Full time
DATES:	May 6 – July 26, 2019
REMUNERATION:	\$2000 CAD issued through a Faculty of Arts Internship Award.
HOW TO APPLY:	Students must complete the online Arts Internship Application Form available on the AIO website: https://www.mcgill.ca/arts-internships/internships/postings/application
DEADLINE TO APPLY:	January 28, 2019
CITIZENSHIP REQUIREMENTS:	None
ELIGIBILITY:	<ul style="list-style-type: none"> - McGill Faculty of Arts student (completed 60 credits) - Minimum CGPA of 2.7 - Returning to McGill in the fall semester following the internship - Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns https://www.mcgill.ca/arts-internships/resources

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

WORKSHOPS:	<p>Successful candidates are required to attend the following sessions:</p> <ul style="list-style-type: none"> - Faculty of Arts Interns Meeting (All internships) - Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe) - Success in a Professional Environment (Internships in an office setting) - University-Wide Pre-Departure Session (Internships outside of Canada) - Interns Responsibilities and Guidelines (All internships) - International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
HEALTH & SAFETY:	<p>All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. https://travel.gc.ca/travelling/advisories</p> <p>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.</p> <p>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.</p> <p>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.</p>
ENTRY REQUIREMENTS:	<p>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.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p>

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