

## DELEGATION GENERALE DU QUEBEC OFFICE IN NEW YORK - SUMMER 2018

**POSITION:** Communications Department Intern (*1 position*)

**LOCATION:** New York City, New York

**DESCRIPTION OF THE HOST ORGANIZATION:**

Inaugurated in 1940, the Délégation générale du Québec in New York is Quebec's primary office in the U.S. Serving the Mid-Atlantic, it promotes the interests of Quebec in trade, investment, science and technology, environment and energy, education and culture. The Délégation générale du Québec in New York is looking for an intern to join its Communications, Public and Government Affairs Department for summer 2018.

**INTERN'S DUTIES & RESPONSIBILITIES:**

The intern will be asked to:

- Collect, analyze and manage quantitative and qualitative economic and policy data sets and transform them into tailored project trackers and communication products
- Conduct district level market research
- Conduct research in the fields of international relations and trade, energy, environment, human rights and other areas of interest for Quebec
- Propose content for social media and website
- Support the organization of event and public diplomacy activities
- Attend conferences and submit reports

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

**HOST ORGANIZATION REQUIREMENTS:**

- Canadian or US Citizen
- Strong research and writing skills in English and in French
- Strong organizational skills and attention to details
- Ability to work both collaboratively and independently
- Experience in communications, politics or international relations is considered an asset

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

**REMUNERATION:** successful applicants will receive \$5,000 CDN Faculty of Arts Internship Award

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

**APPLICATION DEADLINE:**

- February 12<sup>th</sup>, 2018

**Internship will run from 15<sup>th</sup> May 2018 to August 3<sup>rd</sup> 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.*

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**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)
- Ethics and Safety Workshop
- 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](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.