

INTERNSHIP OPPORTUNITY WITH EQUITAS INTERNATIONAL CENTRE FOR HUMAN RIGHTS EDUCATION SUMMER 2019

POSITION:	Coordination Assistant – International Human Rights Training Program
LOCATION:	Montreal and Ste-Anne-de-Bellevue, Quebec
DESCRIPTION OF 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 (IH RTP) 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 AND RESPONSIBILITIES:	<p>The interns' responsibilities include a variety of tasks related to running and supporting a major international event in an intercultural context. The interns will be involved in the following activities before, during and after the IH RTP:</p> <ul style="list-style-type: none"> - Planning the arrivals and departures of international participants. - Coordinating on-site accommodation. - Organizing social events and supporting Program events. - Preparing the participants' directory, program handbook and welcome kits. - Coordinating logistical support at the John Abbott College during the Program. - Running the on-site Equitas office. - Coordinating participants' insurance. - Looking for sponsors and purchasing goods. - Running the participants' lounge and computer lab. - Generally supporting participants and facilitators during their stay at John Abbott. <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"> - Fully bilingual (French and English). - Very organized and attention to detail. - Autonomous. - Strong sense of initiative. - Excellent communication skills. - Knowledge of computers. - Ability to work in high-pressure environments. - Enjoy working with others. - Strong interest in human rights. - Ability to drive a car is an asset, please indicate in your motivation letter. - Familiarity with Microsoft Office is an asset. - Availability on week-ends and evenings.
HOURS:	Full time
DATES:	May 13 – July 5
REMUNERATION:	Interns will receive an amount of \$4,000 for this 8-week internship.
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:	February 11, 2019

CITIZENSHIP REQUIREMENTS:	None, although students must have the right to work in Canada.
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
EQUITAS EQUITY STATEMENT	Equitas is committed to employment equity and encourages applications from Indigenous peoples, visible minorities, people with disabilities, and people of all sexual orientations and gender identities
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