

INTERNSHIP OPPORTUNITY WITH EQUITAS Play it Fair! SUMMER 2019

POSITION:	Education Intern
LOCATION:	Montreal, QC
DESCRIPTION OF HOST ORGANIZATION:	<p>Equitas - International Centre for Human Rights Education is Canada's oldest and most active human rights education organization. Equitas has been developing innovative human rights education tools and programs that develop awareness and encourage participation of children and youth since 2004. Currently being implemented in non-formal setting such as summer camps and youth organizations, programs with children and youth are now also being developed in formal sectors such as school and afterschool settings. Our Play it Fair! program uses fun and interactive activities to promote human rights values and intercultural understanding, respect for diversity and to combat discrimination. Play It Fair! and its toolkit uses a rights-based approach to equip camp staff with the knowledge and skills to promote human rights values such as inclusion, peaceful conflict resolution and respect for diversity in the activities they organize with 6-12 year olds.</p>
INTERN'S DUTIES AND RESPONSIBILITIES:	<p>Prior to starting the internship, the intern will participate in an orientation session designed to equip the intern with the skills and knowledge to conduct the following activities.</p> <p>Provide support in the development and delivery of Play it Fair! training sessions:</p> <ul style="list-style-type: none"> - Provide support in the development of training content and educational materials. - Assist in the organization and delivery of training sessions. <p>Support the implementation of the program in Montreal:</p> <ul style="list-style-type: none"> - Support the participating camps and organizations in their use of the Toolkit. - Visit camps and organizations and conduct activities with children and/or staff using the Play it Fair! Toolkit. - Establish and maintain relationships with day camp administrators in municipal or other community organizations, and with coordinators of the participating day camps and organizations to ensure their involvement. <p>Conduct activities to evaluate the program in Montreal:</p> <ul style="list-style-type: none"> - Participate in the development of evaluation tools. - Conduct follow-up activities using questionnaires, interviews, focus groups, observation, etc. - Produce a final report detailing the findings of the program implementation. <p>Program management:</p> <ul style="list-style-type: none"> - Enter contact data into a data base. - Maintain on-going contact with Equitas staff, particularly the Play It Fair! Program Officer, concerning the progress of the program activities. - Organize visits by Equitas staff to the participating sites. - Complete a brief report on the internship experience. <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 verbal and written communication skills in French and English are necessary. Must be able to facilitate trainings and do follow-up with partners in French. - University studies in a relevant field: Political Science, education, psychology and/or other social sciences - Experience working with children and youth, preferably in a non-formal setting such as camps, youth clubs, etc. - Commitment to the promotion of human rights and multiculturalism - Knowledge of and experience with research / evaluation tools (questionnaires, interviews, focus groups, etc.) - Must be an autonomous self-starter with strong organizational skills - Computer literacy in database management and Microsoft applications is an asset.
HOURS:	Full time
DATES:	Mid July – Mid August
REMUNERATION:	\$13 per hour, maximum of 30 hours per week
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>
<p>ENTRY REQUIREMENTS:</p>	<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