

INTERNSHIP OPPORTUNITY WITH SAPA O'CHAU SOCIAL ENTERPRISE - VIETNAM SUMMER 2019

POSITION:	Internship at Sapa O'Chau Social Enterprise for ethnic minority youth education and vocational training.
LOCATION:	Sa Pa town, Lào Cai province, in the northern rural uplands of Vietnam.
DESCRIPTION OF HOST ORGANIZATION:	Sapa O'Chau is committed to providing educational, employment and other livelihood opportunities to ethnic minority groups in Sapa town and the surrounding Muong Hoa valley. The organization was the dream of founder Shu Tan, an ethnic minority Hmong woman from nearby Lao Chai village. In addition to a Training Centre aimed at getting ethnic minority youth back to school and into careers, Sapa O'Chau operates a Café and a Trekking and Homestay business committed to responsible tourism. The Sapa O'Chau family includes a wide range of partners and volunteers from within Sapa and Vietnam, but also from numerous countries around the world. http://sapaochau.org/
INTERN'S DUTIES AND RESPONSIBILITIES:	<p>The intern's duties are likely to change on a daily or weekly basis (so flexibility is a must!). The duties will generally be related to:</p> <ul style="list-style-type: none"> - Assisting Volunteer Coordinator with volunteer management. - Helping teach students English, or skills related to hospitality management. - Creating training materials/curriculum for student training. - Maintaining/updating the Sapa O'Chau website. - Creating promotional materials for Sapa O'Chau. - Translating and/or proofreading materials. <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"> - Ideal for a student in International Development Studies, Anthropology or Human Geography (as part of BA), however all students with a demonstrated interest in supporting grassroots community development and/or ethnic minority rights should apply - Language proficiency in English, basic Vietnamese would be an asset but is not essential - Ability to work with minimal supervision; be extremely flexible; be willing to try new tasks and not get frustrated if tasks change. - Basic computer skills: MS Word, Excel and ability to use social media. - Website design software knowledge (esp. open source) would be helpful. - Comfortable working in an English-as-a-second language environment. - Interest in community development and minority rights. - Prior experience working or living in a developing country would be an asset. - Ability to work / live with some inconveniences (i.e. periodic power outages, slow internet connections). - <i>Usually</i> a police check [Certificate of good conduct] is required, as interns will be working in an environment where there are minors. See Sapa O'Chau's Child Protection Policy: http://sapaochau.org/social-enterprise/support-us/ Because this costs \$105 in Montreal, Sapa O'Chau is willing to accept a letter of recommendation from a professor instead.
HOURS:	Full time
DATES:	May 6 – July 26, 2019
REMUNERATION:	Unpaid, successful applicants may be eligible to apply for Faculty of Arts Internship Awards: https://www.mcgill.ca/arts-internships/funding/apply

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:	November 19, 2018
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. Note that Sapa O'Chau can sometimes provide cheap accommodation and food.

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. http://www.voyage.gc.ca/countries_pays/menu-eng.asp</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