



INTERNSHIP OPPORTUNITY WITH Save the Children Canada

Position: Gender Equality Support Officer

Location: Save the Children Canada, 4141 Yonge Street, Toronto, ON, M2P 2A8

Save the Children Canada is a member of Save the Children International, a federation that works in more than 120 countries worldwide delivering programs focused on health and nutrition, education, child protection, child poverty, humanitarian response, and child rights governance. As the world's leading independent organisation for children, Save the Children's vision is a world in which every child claims the right to survival, protection, development and participation.

Duties and responsibilities:

The Gender Equality Support Officer will provide assistance to Save the Children Canada's gender equality team including but not necessarily limited to the following actions:

- Conducting research and briefs on topics related to gender equality across a variety of contexts and topics (humanitarian, development, urban, rural, adolescent sexual and reproductive health, maternal newborn and child health, livelihoods, etc.)
- Conducting initial reviews and editing documents. This includes proofreading, formatting, consolidating feedback received, compiling graphs, tables and annexes.
- Supporting in the development of gender mainstreaming tools, materials and preparation towards capacity building sessions with colleagues in Canada and in programming countries.
- Various administrative tasks including taking meeting minutes, drafting communications materials, etc.
- Time will be allotted to participate in online trainings, webinars, etc. as well as in-house trainings in order to boost the intern's capacity on gender equality in programming across a range of contexts.

Hours: Full time, 37.5 hours per week, 7.5 hours per day, generally carried out Monday-Friday 9-5 with occasional work to be conducted early mornings. The internship will run from May to August 2017 (exact dates and duration are flexible). The location of this opportunity will be based from Save the Children Canada's headquarters in Toronto.

Requirements:

- Demonstrated knowledge of gender equality across a range of contexts (humanitarian, development, etc.)
- Understanding of children's rights standards and principles
- Strong research, writing and analytical skills
- Ability to communicate in English. French, Arabic and/or Spanish an asset.
- Good interpersonal and communications skills, thrives in a multicultural environment
- Knowledge of Global Affairs Canada's Results Based Management approach an asset
- Proficient with Microsoft Office suite of tools.

Application Process: Students submit an application directly to the Arts Internship Office (AIO), which includes a cover letter, CV and an official transcript. The AIO screens applications according to the host companies' requirements and sends a short-list of qualified candidates to the host companies for final review.

Click here to apply: <http://www.mcgill.ca/arts-internships/internships/postings/application>

Save the Children Canada is an equal opportunity employer and encourages people from diverse backgrounds to apply.

Application Deadline: April 4th, 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..

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

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.