



# INTERNSHIP WITH Equitas – International Center for Human Rights Education SUMMER 2016

**POSITION:** Education Assistant – International Human Rights Training Program

**LOCATION:** Montreal and Ste-Anne-de-Bellevue, Quebec

**DESCRIPTION OF THE 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 50 countries come to gain knowledge, skills and strategies related to human rights education.

**INTERN'S DUTIES & RESPONSIBILITIES:** The Intern will help support educational aspects of the IH RTP in collaboration with the Program's education team. Specifically, the Intern is responsible for the preparation and support of educational materials, plenary sessions, and participants Individual Plans. As part of the Equitas Education Unit, the Education Assistant reports to the IH RTP Education Specialist.

## **HOST ORGANIZATION REQUIREMENTS:**

### Before the Program:

- Support the education team's document translation needs
- Support the preparation and review of Program manuals and materials
- Support the compilation and analysis of the pre-training assignments using Access database
- Update the daily plans (French and English)
- Support preparation and review of evaluation tools
- Support the preparation of the online interactive communication tool, the Equitas Community, for the IH RTP
- Prepare facilitators' and education team materials and supplies
- Support and prepare the facilitator orientation session
- Perform other duties as determined in consultation with the IH RTP Education Specialist

### During the Program (Dates):

- Under the direction of the Education Specialist, provide on-site support to the Education team and the facilitators in various aspects of the preparation of the Program:
  - Preparation of daily plans (French and English)
  - Support administration, compilation, analysis and data entry of IH RTP evaluations
  - Preparation of various documents (posters, articles, schedules, etc.)
  - Attendance at the facilitator debriefing sessions
  - Communication with Resource People
  - Preparation and translation of PowerPoint presentations
  - Support with other translation needs where required
  - Preparation and management of audiovisual equipment used during the Program
  - Attendance at plenary sessions and preparation of proceedings (in collaboration with the Research and Education Assistant)

- Support the preparation of the Culture of Human Rights Tree
- Support the organization of the Open Space Technology (OST) activity
- Assist the Education team in preparing materials for activities Support participants in using the Equitas Community and uploading documents to the community
- Perform other duties as determined in consultation with the IH RTP Education Specialist

After the program:

- Compilation and analysis of the Individual Plans
- Complete remaining data entry from evaluation questionnaires; support the Education team with the analysis of the evaluation data
- Prepare and submit an activity report
- Perform other duties as determined in consultation with the IH RTP Education Specialist

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

**HOURS:** Full-time, normally 35-40 hours per week.

**REMUNERATION:** If the internship is unpaid, successful applicants may be eligible to apply for Faculty of Arts Internship Awards. See <http://www.mcgill.ca/arts-internships/awards/apply> for more information.

**HOW TO APPLY:** Students must complete the online Arts Internship Application Form <http://www.mcgill.ca/arts-internships/find/mcgill/online-application-form-arts-internship-office-internships>

**Application Deadlines:**

Deadline AIO internships Canada & US: February 1, 2016

**All internships will run for twelve weeks from May 9<sup>th</sup> to July 29<sup>th</sup>, 2016.**

**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 at [www.mcgill.ca/arts-internships/forms](http://www.mcgill.ca/arts-internships/forms)

**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)
- 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)