



**INTERNSHIP OPPORTUNITY WITH
NATIVE FRIENDSHIP CENTRE OF MONTREAL
SUMMER 2018**

POSITION: Summer Intern

LOCATION: Montreal, Quebec

DESCRIPTION OF THE HOST ORGANIZATION: The Native Friendship Center of Montreal Inc. (NFCM or 'Centre') is a not-for-profit, non-sectarian, autonomous agency whose main mission is to promote, develop and enhance the quality of life of Indigenous people in Greater Montreal. The NFCM is the only centralized service and referral point in the Greater Montreal Area (GMA) dedicated to serving the Indigenous population consisting of the ten First Nations of Quebec, as well as the Inuit and Métis of Montreal. For over 40 years the NFCM has been the primary central service and referral point providing assistance and support to the urban Indigenous population of Montreal and their families, those migrating to or in transition by safeguarding their health, social, and legal conditions and by assisting these individuals in the achievement of their dignity and their quality of life. The NFCM is mandated to assist Native people who are making a transition to the urban community and improve the quality of life of the urban Indigenous population of Montreal by providing access to direct integrated services and referral through central, suitable, and appropriate facilities where cultural, educational, recreational, and social activities can be held. The Centre also seeks to promote cross-cultural awareness in the Greater Montreal Area by promoting engagement and participation with other sectors.

INTERN'S DUTIES & RESPONSIBILITIES:

- The internship will primarily be on premises working closely with supervisory staff and providing project support;
- Duties will vary depending on the programming and activities;
- Intern may work directly with youth, adults, or elders;
- The intern may take on a variety of tasks including activity planning and promotion;
- Assists in the design, development, and distribution of promotional material;
- Assists with partnership development in conformity with organizational goals and objectives, which may include contact with other agencies and government officials;
- Compiles and updates an up to date resource contact list making it accessible to staff;
- Networks with various Indigenous and non-Indigenous organizations;
- Attends pertinent public events and meetings;
- Maintains and updates service requests and statistics;
- Intern will report to the Coordinator and Executive Director or designate

HOST ORGANIZATION REQUIREMENTS:

- Strong interest in at least some of: design, promotions, publication, photography, writing, and event planning;
- Fluent English;
- Intermediate French;
- Excellent computer skills;
- Outstanding interpersonal and communication skills;
- Prior related experience is an asset

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

HOURS: The hours for the internship are flexible, and may be completed in one of the following 2 methods: 2 consecutive months full-time between May and August 2018, for 35 hours per week OR 4 months part-time from May to August 2018, for 15 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 on the AIO website <http://www.mcgill.ca/arts-internships>

Application Deadlines:

International internships: November 20 2017. Canada & US internships: January 29, 2018

All internships will run for twelve weeks from May 7th to July 27th, 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 at 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.

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)

HEALTH AND SAFETY:

All applicants should consult the Department of Foreign Affairs and International Trade Canada (DFATD) 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.