

INTERNSHIP OPPORTUNITY WITH “Sapa O’Chau Social Enterprise, Vietnam” SUMMER 2015

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 THE 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. For more information <http://sapaochau.org/>

INTERN’S DUTIES & RESPONSIBILITIES:

Sapa O’Chau (SOC) is reliant on volunteer support to maintain and expand its programs and facilitate administration. With SOC’s small but dedicated staff, the Social Enterprise Intern will have an excellent opportunity to learn how this unique social enterprises operates and contribute to its further development.

Under the guidance of the Volunteer Coordinator, the intern will assist with the day-to-day operations of Sapa O’Chau. The intern’s specific duties and projects will depend on Sapa O’Chau needs. Every effort will be made to tailor tasks to the intern’s skills, capabilities and interests, but at times more general tasks will also need to be completed.

Tasks may include:

- Coordinating production and distribution of *Rice Roots*, the quarterly newsletter
- Promoting Sapa O’Chau through social media: Facebook, Twitter, the Sapa O’Chau blog
- Assisting Volunteer Coordinator with volunteer management
- Creating training materials/curriculum for the Training Centre
- Maintaining/updating the Sapa O’Chau website
- Creating promotional materials for Sapa O’Chau
- Translating and/or proofreading materials
- Fundraising for specific projects

MCGILL UNIVERSITY REQUIREMENTS:

- 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

- U2, U3 or graduate (MA, PhD) McGill Faculty of Arts or Faculty of Education student
- Minimum CGPA of 2.7

HOST ORGANIZATION REQUIREMENTS:

- Academic
 - 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
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- Language proficiency
 - English
 - basic Vietnamese would be an asset but is not essential
- Computer and/or technical skills
 - Basic computer skills: MS Word, Excel.
 - Ability to use social media: Twitter, Facebook
 - Other software: Skype, Dropbox,
 - Website design software knowledge (esp. open source) would be helpful; or willingness to learn it fast.
- Interpersonal skills
 - Cultural sensitivity
 - Comfortable working in an English-as-a-second language environment
 - Ability to work with minimal supervision
 - Patience and flexibility
 - Self-motivated
 - Team player
- Prior experience or special interest
 - Interest in community development and minority rights
 - Prior experience working or living in a developing country would be a significant asset
 - Ability to work / live with some inconveniences (i.e. periodic power outages, slow internet connections)

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

DATES: The intern can expect to work twelve weeks from May 11th to July 31st, 2015.

HOURS: This is flexible depending on activities, but is normally 35-40 hours per week.

REMUNERATION: 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.

While the cost of airfare to Vietnam can be pricey (\$1500 - \$2000), the cost of living is quite affordable, about \$15 to \$25 per day for food and lodging depending on your preferences. Sapa O'Chau will attempt to help the intern find suitable accommodation.

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.

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>

and submit the following in person to Leacock room 307:

- Official McGill transcript printed in a sealed envelope (note: This must be ordered on Minerva at least two weeks in advance)
- A photocopy of your McGill ID

The AIO will only consider applications received from students' official McGill e-mail accounts

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 or comments will be taken into consideration in the application process.

APPLICATION DEADLINE: November 24th, 2014

INTERNSHIP TRAINING MODULE: Successful candidates are required to attend all Faculty of Arts Interns Information Sessions and Workshops listed at: <http://www.mcgill.ca/arts-internships/calendar>. These include the mandatory AIO Interns Meeting held on March 12, 2015 for all AIO interns.

IMPORTANT INFORMATION FOR SUMMER INTERNSHIPS OUTSIDE OF CANADA:

WORKSHOPS:

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Information Session – Mid-March 2015
- Cross-Cultural Workshop – March 2015
- International Internship Experience Panel – April 2015
- University-Wide International Travel Pre-Departure Session – April 2015
- International Internship Debriefing Session – September 2015

HEALTH AND SAFETY:

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

FOR MORE INFORMATION

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