



## INTERNSHIP OPPORTUNITY WITH THE CLIMATE PROJECT CANADA - MONTREAL SUMMER 2011

**POSITION:** Intern

**LOCATION:** 460, rue Sainte-Catherine Ouest, suite 307, Montréal, Québec

### **DESCRIPTION OF HOST ORGANIZATION:**

The Climate Project Canada (TCPC) is a charitable organization founded by former United States Vice President and Nobel Laureate Al Gore. In collaboration with the David Suzuki Foundation, TCPC works to provide Canadians with the science of and solutions to climate change. This is primarily achieved through free educational slideshows delivered by Canadians from all walks of life that have been personally trained by Mr. Gore. With the information disseminated through these presentations, TCPC believes that Canadians will be better equipped to reduce their carbon footprint.

### **DUTIES/RESPONSIBILITIES OF INTERN:**

Under the supervision of the National Manager the intern will work primarily as a research assistant. This position will entail researching information to be included in TCPC presentations, helping create slides and videos for TCPC presentations, as well as providing support to any activities that support the Climate Project Canada's core mandate.

### **REQUIREMENTS:**

- Preferably students in the following disciplines: Environment, Political Science, Economics, or Geography, Communications
- Bilingual (French and English)
- Thorough online researcher, proficient in Microsoft Office, some knowledge of HTML
- Strong written and oral communication skills, enjoys collaboration and team work
- Knowledgeable of current environmental and political issues, passionate about achieving the mission of the Climate Project Canada
- McGill students in U2, U3 or graduate studies (Arts must be your primary degree)
- Minimum GPA of 3.0
- Returning to McGill full-time in the fall
- 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)

### **HOURS:**

Students must complete at least 150 hours of work if they are pursuing academic credit. Typically an internship is between 8-12 weeks in duration, during the summer months of May-August. Hours can be flexible, although students are encouraged to work full time.

**REMUNERATION:** To be announced.

Successful applicants are eligible to apply for Faculty of Arts Internship Awards.  
See <http://www.mcgill.ca/arts-internships/awards/apply> for more information.

**COSTS:** The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

**Travel arrangements:** Preparing travel arrangements to and from your 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 submit both electronic applications by e-mail and hard copies in person:

**In person, to Leacock room 307:**

- One copy of the application form
- Cover Letter addressed to Anne Turner, explaining your motivations for applying and why you are a good candidate. One page max.
- C.V. (résumé)
- Official McGill transcript printed in a sealed envelope (note: This must be ordered on Minerva in advance)

**By e-mail to [aio@mcgill.ca](mailto:aio@mcgill.ca) from your Official McGill E-mail Address:**

- The application form saved as firstname.lastname\_Application.doc
- Cover Letter and C.V.
- **Guidelines:**  
Please submit your CV and Cover Letter together in one document.  
Please use the following file-name format: firstname.lastname\_CV  
(ex.: james.mcgill\_CV.doc or james.mcgill\_CV.pdf)  
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).

**APPLICATION DEADLINE:** January 28, 2011

**INTERNSHIP TRAINING MODULE:**

Successful candidates are required to attend the Faculty of Arts Interns Information Session: March 17, 2011 (evening session) and other sessions, as necessary.

**FOR MORE INFORMATION**

Anne Turner, Internship Officer  
Faculty of Arts, McGill University  
Leacock Building, Room 307  
(514) 398-2916  
[anne.turner@mcgill.ca](mailto:anne.turner@mcgill.ca)