



## INTERNSHIP OPPORTUNITY WITH DAVID SUZUKI FOUNDATION - MONTREAL SUMMER 2011

**POSITION:** Intern

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

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

We work with government, business and individuals to conserve our environment by providing science-based education, advocacy and policy work, and acting as a catalyst for the social change that today's situation demands.

Our mission is to protect the diversity of nature and our quality of life, now and for the future. Our vision is that within a generation, Canadians act on the understanding that we are all interconnected and interdependent with nature.

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

Under the supervision of the Director and the Communications Specialist at the David Suzuki Foundation in Montréal, the intern will support current and upcoming projects by acting as a research assistant for political and environmental science, creating presentations, preparing summary notes and briefing staff to support the Foundation's external outreach programs.

### **REQUIREMENTS:**

- Preferably students in the following disciplines: Environment, Political Science, Economics, or Geography
- Bilingual (French and English)
- Thorough online researcher, proficient in Microsoft Office, some knowledge of HTML
- Strong written and oral communicator, enjoys collaboration and team work
- Understanding of current environmental and political issues, passionate to achieve the David Suzuki Foundation's mission
- 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. Normally, an internship is between 8-12 weeks in duration, during the summer months of May-August. Hours can be flexible, although we encourage students to work full time.

**REMUNERATION:** Unpaid.

Successful applicants will be 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:** April 15, 2011

**FOR MORE INFORMATION**

Faculty of Arts, McGill University  
Leacock Building, Room 307  
(514) 398-3467  
[aio@mcgill.ca](mailto:aio@mcgill.ca)