

Internship Opportunity with CAMPAIGN FOR FEMALE EDUCATION (CAMFED) Summer 2024

POSITION:	CAMFED Development Intern
LOCATION:	Toronto, ON. Hybrid internship: intern is expected to be at the host organization office location (with a specified number of days in the office determined by the host organization).
	Campaign for Female Education (CAMFED) is an international non-profit organization tackling poverty and inequality by supporting girls to go to school and succeed, and empowering young women to step up as leaders of change. Since 1993, CAMFED's innovative education programs in Zimbabwe, Zambia, Ghana, Tanzania and Malawi have supported over 6.4 million students to attend primary and secondary school, and over 254,000 young women have joined the CAMFED Association of alumnae (supported through school by CAMFED). This unique movement provides peer support, mentoring, and training and leadership opportunities. CAMFED Canada is a registered Canadian charity working closely with offices in Africa to raise awareness for and help manage donations from Canadian foundations and individuals.
INTERN'S DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Support CAMFED Canada Development Manager and Executive Director reviewing and summarizing reports on girls' education, women empowerment, and related topics in Africa to contribute information, including writing and editing, to proposals and reports; join conference calls (via Zoom or other calling platforms) with CAMFED offices in the UK, US and in Africa. • Conduct independent research on potential strategic partners, including funding partners and Canadian government organizations. • Contribute to CAMFED's knowledge base and expertise regarding key priorities and development trends by conducting research on ad hoc topics. • Other duties as required. <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
HOST ORGANIZATION REQUIREMENTS:	<ul style="list-style-type: none"> • Excellent writing skills in English and great attention to detail. • Familiarity with internet research techniques and Microsoft Office. • Ability to work in a team and have a very proactive, positive approach. • Familiarity with international development terminology and resources. • Enthusiasm for promoting CAMFED's mission. • This position can be carried out as a remote or hybrid positions. CAMFED Canada's office is located in downtown Toronto.
HOURS:	Three to four days a week, Monday to Friday, within the hours from 9 a.m. to 5.30 p.m. ET. (Flexible)
DATES:	11 weeks starting May 2024. (Dates to be finalized with host organization)
RENUMERATION:	\$4,000 to \$5,000 CAD issued to the intern through a Faculty of Arts Internship Award (amount will be confirmed upon selection finalization)
HOW TO APPLY:	Students must complete the online Arts Internship Application Form available on the AIO website: https://www.mcgill.ca/arts-internships/internships/postings
APPLICATION DEADLINE:	February 11, 2024
ELIGIBILITY:	<ul style="list-style-type: none"> - McGill Faculty of Arts students (B.A., B.A & Sc., BSW, B.Th., M.A., MSW) - Minimum CGPA of 2.7* - Returning full-time to McGill in the same program in the fall semester following the internship - Fulfill Faculty of Arts requirements as outlined in the Interns Handbook https://www.mcgill.ca/arts-internships/resources - Provide proof of medical insurance for duration of internship



InternshipOffice

COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
TRAVEL REQUIREMENTS:	Pre-Departure Orientation is mandatory for students applying to internships that require travel outside of Canada. You will be required to download the certificate of completion in your application.
TRAVEL ARRANGEMENTS:	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
ACCOMMODATIONS:	Finding suitable lodging during the internship is the responsibility of the intern.
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. <u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u>

Please Note:

**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.*

We will get back to you shortly after the deadline if you are selected 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). Students who do not receive offers will be notified on a rolling basis as decisions are made.