

Internship Opportunity with DELEGATION GÉNÉRALE DU QUEBEC OFFICE IN NEW YORK Summer 2024

POSITION:	Communications and Government Affairs Department Intern
LOCATION:	<p>New York City, NY.</p> <p>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)</p>
DESCRIPTION OF HOST ORGANIZATION	<p>Inaugurated in 1940, the Délégation Générale du Québec in New York is Québec’s primary office in the U.S. Serving the Mid-Atlantic, it promotes the interests of Québec in politics, trade, investment, science and technology, environment and energy, Francophonie, education, and culture.</p>
INTERN’S DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Assist in organizing meetings, events (conferences, receptions, etc.) and institutional visits, specifically with logistics, outreach, event programs, briefing materials, and note taking. • Identify relevant US decision-makers, potential partners and collaborators for use when positioning Québec companies, institutions, and stakeholders. • Under the supervision of government and public affairs attaches, assist Québec clients in establishing lists of partners and stakeholders, outreach programs and briefing notes on current events, political issues, data mapping and trade market research. • Assist in preparing marketing and communication tools (slides, flyers, brochures, podcasts, invitations, social media, outreach documents, etc.) • Monitor market trends, events, and opportunities, online or in-person, that may be of interest to Québec clientele (conferences, webinars, receptions, trade shows) and report the results. • Collect, analyze, and manage quantitative and qualitative economic and policy data. • Prepare analytical notes on matters relating to Québec priorities in the territory covered by the DGQNY and in line with the objectives of the Québec government’s international vision. • Provide logistical support during activities led by the DGQNY and its partners, such as conferences and events. • Participate at certain events as a representative of the DGQNY and prepare reports on these events. • During official visits, assist in preparing the official mission booklet, provide logistical support at in-person events, and assist in developing a communications plan, etc. • Assist in drafting of content for social media and outreach tools. • Monitor, do research, update documents. • Assist in establishing contacts. • Other related tasks.

HOST ORGANIZATION REQUIREMENTS:	<ul style="list-style-type: none"> • Excellent writing skills in French and English. Great attention to detail. • Fluent in French and English oral. • Familiarity with internet research techniques and Microsoft Office. • Ability to work in a team and have a very proactive, positive approach. • Experience in economics, finance, politics, communications, or international relations is considered an asset. • Full time student returning for a full year at McGill after completion of internship
HOURS:	Full Time, 35 hours per week
DATES:	11 weeks between April 29 to July 12, 2024. (Dates to be finalized by the host organization)
RENUMERATION:	\$15 USD per hour salary from Québec Government Office in New York and a \$5,000 CDN award issued through a Faculty of Arts Internship Award to assist with housing and travel.
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 student (completed 60 credits) - Minimum CGPA of 2.7 - Returning to McGill in the fall semester following the internship <p>Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns https://www.mcgill.ca/arts-internships/resources</p>
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:	<p>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.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p>
CITIZENSHIP REQUIREMENTS	<p>Canadian or US Citizen. Must already have a US Bank Account in the USA. Must have a social insurance number, Canadian or US. Please indicate in your cover letter.</p> <p>The successful applicant will be subject to a security clearance screening.</p>

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.