

INTERNSHIP OPPORTUNITY WITH DELEGATION GENERALE DU QUEBEC OFFICE IN NEW YORK SUMMER 2021

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| POSITION: | Communications and Economic Affairs Department Intern |
| LOCATION: | New York City, NY (remote) |
| DESCRIPTION OF HOST ORGANIZATION: | 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 trade, investment, science and technology, environment and energy, education and culture. |
| INTERN'S DUTIES AND RESPONSIBILITIES: | <ul style="list-style-type: none"> - Collect, analyze and manage quantitative and qualitative economic and policy data sets and transform them into tailored project trackers and communication products. - Conduct district level market research. - Conduct research in the fields of international relations and trade, energy, environment, human rights and other areas of interest for Québec. - Propose content for social media and website. - Support the organization of event and public diplomacy activities. - Attend conferences and submit reports. <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'S REQUIREMENTS: | <ul style="list-style-type: none"> - Strong research and writing skills in English and in French. - Strong organizational skills and attention to details. - Ability to work both collaboratively and independently. - Experience in economics, finance, politics or international relations is considered an asset. - Full time student returning for a full year at McGill after completion of internship |
| HOURS: | 35h/week |
| DATES: | Internship would start May 17, 2021 for 12 weeks |
| REMUNERATION: | \$2,500 CAD issued through a Faculty of Arts Internship Award and \$15 USD per hour salary from Québec Government Office in New York |
| 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 TO APPLY: | February 22, 2021. 12 :00pm EST noon. |
| CITIZENSHIP REQUIREMENTS: | Canadian or US Citizen |

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| ELIGIBILITY: | <p>McGill Faculty of Arts students (B.A., B.A & Sc., BSW, B.Th., M.A, MSW)</p> <ul style="list-style-type: none"> - Minimum CGPA of 2.7 - Returning to McGill in the fall semester following the internship - Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns https://www.mcgill.ca/arts-internships/resources (under General Resources -> Handbook) |
| 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> |

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/comments will be taken into consideration.