

Internship Opportunity with THE DELEGATION OF THE EUROPEAN UNION TO CANADA Political and Public Affairs - Summer 2024

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| POSITION: | Political, Press and Information section |
| LOCATION: | Ottawa, ON. In-person: intern is expected to intern at the host organization office location. |
| DESCRIPTION OF HOST ORGANIZATION: | <p>The European Union Delegation to Canada is a fully-fledged diplomatic mission and it works closely with the diplomatic missions of the EU Member States. The Head of the Delegation is formally accredited as the official representative of the European Union to the Government of Canada with the rank and courtesy title of Ambassador.</p> <p>The Delegation is a natural point of contact between the EU institutions in Brussels and the Canadian authorities. It maintains close contact and reports back to Headquarters in Brussels about developments in Canada and EU-Canada relations. The Delegation's role is to increase the awareness in Canada about the political, economic, and cultural importance of EU-Canada relations. In addition, the Delegation chairs monthly coordination meetings with the EU Member States in Ottawa in various compositions.</p> |
| INTERN'S DUTIES AND RESPONSIBILITIES: | <p>The internship aims to provide a first-hand experience of the conduct of EU diplomacy in Canada and the issues at stake in the EU-Canada relationship. The intern will have the opportunity to improve their understanding of EU-Canada Relations and of the EU integration process.</p> <ul style="list-style-type: none"> - Compile daily electronic press reviews. - Draft reports to be distributed to EU Headquarters and Member States. - Take notes and prepare "minutes" at various meetings with Delegation interlocutors. - Research information for various public diplomacy projects to be held during the year. - Assist in the preparation of public diplomacy events. - Prepare speaking points for Delegation officials. - Assist with input/updates of social media/websites. - Research information for various projects the Delegation is planning under different instruments, incl. in the context of public diplomacy or projects supporting cooperation with Canada. <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"> - Very good interpersonal skills: outgoing personality, good listening skills. - Facilitation experience is an asset. - Academic: A student specializing in international affairs, history, politics, law, journalism, or related field. - Ability to work and communicate at ease in both English and French. - Students must receive McGill academic credit. - Computer skills/ outlook office programs/social media. - Excellent writing and analytical skills. - Good interpersonal and communications skills, ability to work in a multicultural environment. |

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| HOURS: | Full time, 35 hours per week |
| DATES: | 12 weeks between May 6 to July 26, 2024. |
| RENUMERATION: | \$6,720 issued to the intern through a Faculty of Arts Internship Award. |
| 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"> - Full time McGill Faculty of Arts students (B.A., B.A & Sc., BSW, B.Th., M.A., MSW, MIS) - Minimum CGPA of 2.7* - Students must receive McGill academic credit. - Returning 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 |
| 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.