

INTERNSHIP OPPORTUNITY WITH THE EMBASSY OF CANADA TO GERMANY (Public Affairs Section) SUMMER 2021

POSITION:	Public Affairs Section Remote Intern
LOCATION:	Leipziger Platz 17, 10117 Berlin, Germany (remote)
DESCRIPTION OF HOST ORGANIZATION:	Canadian embassy in Germany offering a wide range of services. The Public Affairs Section is responsible for advocacy, cultural promotion and diplomacy, media and social media, and education outreach.
INTERN'S DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Perform various tasks related to planning and organising of in-person and/or digital events, including logistics, as well as promotional campaigns primarily on advocacy (e.g. human rights, security & defense issues, etc.), cultural projects and other initiatives within the Public Affairs Section. - Contribute to online event promotion and awareness (social media, newsletter). - Contribute to reports and background material for the Ambassador and other Embassy officials. - Conduct online research and provide summaries (e.g. writing a short biography, or researching online quotes for poster printing). - Provide support to the organization of visits to Germany by Canadian officials or guest speakers, as well as to outreach programs of Embassy officials within Germany.
HOST ORGANIZATION'S REQUIREMENTS:	<ul style="list-style-type: none"> - Holding an undergraduate degree and completing a graduate degree in the field of political science, international relations, German studies, media studies, communication or any related discipline. - Excellent written and verbal communication skills in English and French. - Excellent written and verbal communication skills in German (e.g. ability to liaise in writing and orally with partner organisations regarding planning and organising events, ability to read company information in German and summarise this in English). - Ability to work independently and as part of a team, demonstrating adaptability, attention to detail, good research and organizational skills. Capacity to work under time pressure and set priorities. - Practical experience and/or academic knowledge of German institutions would be an asset. - Practical experience working with social media, graphic design or video software would be an asset.
HOURS:	Full time, specific hours TBD (remote)
DATES:	4 Months starting May, 2021
REMUNERATION:	Remuneration will be based on the Treasury Board guidelines for Student Rates of Pay found at https://www.canada.ca/en/treasury-board-secretariat/services/pay/rates-pay/student-rates-pay.html .
HOW TO APPLY:	<ul style="list-style-type: none"> - Candidates must submit their application to ion@mcgill.ca. - In addition to the CV, a one-page letter of motivation in either English or French is required. - The successful candidate is responsible for obtaining the necessary work permit for Germany. - The successful candidate must be reachable after the interview by email and cooperate on a regular basis in order to finalize the contract and to obtain the necessary security clearance. These procedures may take a few weeks.

DEADLINE TO APPLY:	January 4, 2021, 12PM (noon) Eastern Time
CITIZENSHIP REQUIREMENTS:	Preference will be given to candidates with Canadian citizenship.
ELIGIBILITY:	<ul style="list-style-type: none"> - You must be registered as a full-time at the time of the internship. - You must be receiving academic credit for the internship. - McGill Faculty of Arts student (completed 60 credits). - 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).

Please Note:

Only shortlisted candidates will be contacted.

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.