

Internship Opportunity with EQUITAS - CANADIAN PROGRAM Summer 2024

POSITION:	Canadian Program Intern
LOCATION:	Montreal, QC. In-person internship: intern is expected to intern at the host organization office location.
DESCRIPTION OF HOST ORGANIZATION:	<p>Equitas – the International Centre for Human Rights Education - is Canada’s oldest and most active human rights education organization. Equitas has been developing innovative human rights education tools and programs for over 50 years.</p> <p>The Canadian Program supports building more equitable and inclusive communities through HRE (Human Rights Education). This is achieved through nationwide programming that addresses racism and discrimination, aims to increase the leadership, empowerment and social participation of children and youth (particularly those who face barriers), and engages decision makers and duty bearers in these activities. Although we do work directly with BIPOC, newcomer and refugee youth, a large portion of our work focuses on increasing our strategic partners’ capacity to integrate HRBA/CRBA (human/child rights-based approach) into their own programming through participatory and anti-oppressive approaches that are also considerate of intersectionality.</p>
INTERN’S DUTIES AND RESPONSIBILITIES:	<p>Prior to starting the internship, the intern will participate in an orientation session designed to develop the skills and knowledge required for the following activities. The intern will be a member of the Canadian Team, supporting our programming for children and youth, partners, and other community members in different ways:</p> <p>Program management</p> <ul style="list-style-type: none"> - Support the coordination and implementation of training sessions and events. - Co-facilitate workshops, trainings, or other events. - Support coaching and follow up with partners (Community Action Projects). - Collect evaluation data and input into evaluation reports detailing the results of the program. - Provide administrative support including translating materials, maintaining a database, organizing/preparing materials for trainings, etc. - Participate in team meetings and organization-wide meetings. - Support the Program Officers with various logistical tasks as required. <p>Development of Educational Tools</p> <ul style="list-style-type: none"> - Support the Education Specialists to review and revise educational tools. - Revise texts in English and in French. - Support the development of evaluation tools in collaboration with Education Specialists. - Support management of evaluation data, and the documentation of lessons learned and good practices. <p>Communications</p> <ul style="list-style-type: none"> - Collaborate with Equitas Communications team to support production of communications deliverables and to promote the Canadian Program’s activities. - Support communications activities aimed at increasing awareness of community members as well as decision maker engagement with respect to human rights, racism and youth participation in their communities. - Create content (written and visuals) for our social media and websites and keep content calendars updated. - Support the administration and upkeep of Canadian Program pages website and speakingrights.ca. - Learn some basics about using Mural, SharePoint, other remote working tools and website back-end. - Bring forward your own ideas about communications projects. <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 verbal and written communication skills in French and English are necessary. Must be able to facilitate trainings and do follow-up with partners in French. - University studies in a relevant field: political science, education, psychology, and/or other social sciences - Interest in programing aimed at empowering youth and increasing their social participation. - Commitment to the promotion of human rights, social justice, and equity - Interest, academic and/or professional experience in one or many of the following areas is an asset: human rights education, anti-racism, working with BIPOC, newcomer or refugee youth, engaging decision makers on matters relating to inclusivity, discrimination, and SDGs (sustainable development goals), Indigenous cultures, LGBTQI+ rights, gender-based, intersectional and trauma-informed approaches, anti-oppression and decolonizing practices. - Must be an autonomous self-starter with strong organizational skills. - Must be capable and willing to work collaboratively – even in an online setting – within multiple working teams. - Computer literacy in database management and Microsoft applications is an asset. - Experience working with children and youth, preferably in a non-formal setting such as camps, youth clubs, etc. is an asset.
HOURS:	Full time, 30 hours per week
DATES:	11 weeks starting May 6, 2024. (Dates to be finalized with host organization)
RENUMERATION:	\$20 per hour
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* - 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.