

INTERNSHIP OPPORTUNITY WITH EQUITAS

Online training program on Human Rights Education SUMMER 2021

POSITION:	Coordination Intern for the Online training program on Human Rights Education
LOCATION:	Montreal, QC (Potentially remote work pending COVID situation)
DESCRIPTION OF HOST ORGANIZATION:	<p>Equitas - International Centre for Human Rights Education is Canada's oldest and most active human rights education organization. Equitas has been holding the very renowned International Human Rights training program (IH RTP) for the last 40 years, gathering about 100 human rights activists from around the world in Montreal. This year, the IH RTP had to innovate given the pandemic makes it impossible to hold such an international event in person.</p> <p>The new program on human rights education will be gathering online a cohort of 48 human rights defenders from around the world, working in 4 groups of 12 participants and attending some events in the big group. Equitas will put forward the participatory approach that is at the heart of its programming, and offer a mix of synchronous and asynchronous moments. The training program will be spread over 10 weeks, between September and December 2021.</p> <p>During Summer of 2021, the team will be working on the preparation of the cohorts, groups, facilitators and participants, online platforms and education materials, settling all the logistics of the program and testing the tools and online spaces that are to be used.</p>
INTERN'S DUTIES AND RESPONSIBILITIES:	<p>At the beginning of the internship, the intern will have a one-week orientation session, including readings and meetings with key members of the staff, to be equipped with a good understanding of Equitas' values and work, as well as with the online training program and the current work plan of the IH RTP/online training team.</p> <p>The intern will support coordination tasks of our programming in different ways:</p> <ul style="list-style-type: none"> - Support the communications with candidates and participants from around the world to the program by answering questions and requests (emails mostly) - Support the risk assessment meetings with participants regarding online security of human rights activists (individual online meetings mostly) - Support the preparation of curriculum materials for the participants as well as online conversation on the Equitas Community - Assist the program officer in the creation of the 4 subgroups - Help preparing the detailed schedules for the participants with consideration for the curriculum storyline and the time zones of all participants - Support the organization of the special events to take place during the program by creating explanation tools, detailed planning and contacting key stakeholders (for example: the online human library, the opening ceremony, etc) - Contribute to testing the technical tools (online Community, videoconference platform and settings, Signal or Whatsapp groups with participants, etc) - Bring forward your own ideas about management of the cohort 2021 and the sub-groups of participants!

HOST ORGANIZATION'S REQUIREMENTS:	<ul style="list-style-type: none"> - Excellent verbal and written communication skills in French and English are necessary. Equitas works in both official languages on a daily basis, and all communications with participants from around the world happen in French or in English. - University studies in a relevant field: political science, education, sociology, communication, international development, etc. - Interest in human rights and working in a multicultural context - Basic experience working in coordination or logistics, organizing events or managing a project. - Commitment to the promotion of human rights, social justice and equity - Must be an autonomous self-starter with strong organizational skills since this position may still be remote due to COVID-19 - Computer literacy with the Office suite (Word, Excel, Powerpoint) as well as with online tools such as Moodle, Zoom or Jitsy is an asset.
HOURS:	Full time (30 hours/week)
DATES:	Between mid-May and end of July 2021 (10 weeks), exact dates to be determined
REMUNERATION:	\$15 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 TO APPLY:	March 7, 2021. 12:00pm noon EST.
CITIZENSHIP REQUIREMENTS:	Canadian citizen, permanent resident or refugee status.
ELIGIBILITY:	<ul style="list-style-type: none"> - McGill Faculty of Arts students (B.A., B.A & Sc., BSW, B.Th., M.A, MSW) - 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
EQUITAS EQUITY STATEMENT	Equitas is committed to employment equity and strongly encourages applications from Indigenous peoples, visible minorities, people with disabilities, refugees and people of all sexual orientations and gender identities. Candidates can share all information they want, or not share any, about their own identities.
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
TRAVEL ARRANGEMENTS:	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
ACCOMMODATION:	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>

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