



## **Internship Opportunity with MCGILL UNIVERSITY HEALTH CENTRE FOUNDATION Summer 2024**

<b>POSITION:</b>	Internship – Events and Stewardship Offices
<b>LOCATION:</b>	MUHC Glen site hospital, Montréal, QC, Canada. <b>In-person:</b> intern is expected to intern at the host organization office location.
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	<p>For more than 150 years, the McGill University Health Centre (MUHC) founding hospitals have been providing the best possible care to the community, and in 1997, the MUHC was officially created through the merger of 5 hospitals: Montreal Children’s Hospital, Montreal Chest Institute, Montreal General Hospital, Montreal Neurological Institute &amp; Hospital, and Royal Victoria Hospital. These hospitals’ respective research institutes merged to form the Research Institute of the MUHC and in 2008, the Lachine Hospital and Camille Lefebvre Pavilion also joined the MUHC.</p> <p>Affiliated with McGill University’s Faculty of Medicine, the MUHC is an academic health centre that provides some of the most advanced care in the province, which includes complex diagnoses, treatments, and surgeries in the areas of cardiology, endocrinology, transplantation, neurology, oncology, and respirology, among many others. The MUHC cares for some of the most critically ill patients across Quebec and provides highly specialized care, treatments, and medical testing that other hospitals simply cannot offer.</p> <p>In June of 2015, the Glen site of the MUHC was inaugurated and this complex now houses the new Montreal Children’s Hospital, Royal Victoria Hospital, Montreal Chest Institute, the Cedars Cancer Centre, and the Research Institute of the MUHC. Patients and their families are at the heart of the design and layout of the new hospital.</p> <p>With 1,356 physicians and over 12,000 nurses, support staff, and employees, the hospital at the Glen site is a patient-centered facility that helps to not only heal the body, but also the soul. It has helped the MUHC transform the way in which it delivers the highest level of care to our population, ensuring that all patients truly receive the <i>best care for life</i>.</p> <p>In addition to clinical care, the MUHC is an international research powerhouse that conducts both fundamental and clinical research. The Research Institute of the MUHC supports 446 researchers and ongoing research collaborations with 62 countries; it continues to shape the course of adult and pediatric medicine by attracting research leaders from around the world.</p> <p>Every year, close to 3,000 students train at the MUHC, including medical and surgical residents, nurses, medical students, and allied-health students. From pediatric medicine to adult trauma, students receive highly specialized training, which thoroughly prepares them for their positions within the medical profession. All MUHC physicians are also professors within the McGill University Faculty of Medicine.</p>
<b>INTERN’S DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>● Organize and maintain paper filing system for Events and Cultivation Departments</li> <li>● Write thank you letters to donors</li> <li>● Edit written documents</li> <li>● Provide follow-up for all events held within and outside of the hospital Responsible for survey to planned giving prospects (creation of survey, sending, compilation of answers, updating donor database)</li> <li>● Phone contact with donors</li> <li>● Help create and maintain Personal Fundraising Pages</li> <li>● Help in event based fundraising</li> <li>● Update and correct online fundraising platform</li> <li>● Develop email and website content</li> <li>● Assist with sending of emails and updating donor and volunteer donor database</li> <li>● Organize and maintain paper filing system for Events and Cultivation Departments</li> </ul>

	<i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i>
<b>HOST ORGANIZATION REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>● Working towards degree or certificate in related field</li> <li>● Excellent communication, interpersonal and writing skills in English / French</li> <li>● Detail-oriented, creative, and responsible</li> </ul>
<b>HOURS:</b>	Full time 5 days per week
<b>DATES:</b>	12 weeks starting May 6, 2024. (Dates to be finalized with host organization)
<b>RENUMERATION:</b>	\$6,720 CAD issued to the intern through a Faculty of Arts Internship Award.
<b>HOW TO APPLY:</b>	Students must complete the online Arts Internship Application Form available on the AIO website: <a href="https://www.mcgill.ca/arts-internships/internships/postings">https://www.mcgill.ca/arts-internships/internships/postings</a>
<b>APPLICATION DEADLINE:</b>	<b>February 11, 2024</b>
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"> <li>- Full time McGill Faculty of Arts students (B.A., B.A &amp; Sc., BSW, B.Th., M.A., MSW, MIS)</li> <li>- Minimum CGPA of 2.7*</li> <li>- Returning to McGill in the same program in the fall semester following the internship</li> <li>- Fulfill Faculty of Arts requirements as outlined in the Interns Handbook <a href="https://www.mcgill.ca/arts-internships/resources">https://www.mcgill.ca/arts-internships/resources</a></li> <li>- Provide proof of medical insurance for duration of internship</li> </ul>
<b>COSTS:</b>	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
<b>TRAVEL REQUIREMENTS:</b>	<a href="#">Pre-Departure Orientation</a> 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.
<b>TRAVEL ARRANGEMENTS:</b>	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
<b>ACCOMMODATIONS:</b>	Finding suitable lodging during the internship is the responsibility of the intern.
<b>ENTRY REQUIREMENTS:</b>	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>
<b>CITIZENSHIP REQUIREMENTS:</b>	N/A

**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.*