

INTERNSHIP OPPORTUNITY WITH NATIVE FRIENDSHIP CENTRE OF MONTREAL (NFCM) SUMMER 2020

POSITION:	Intern
LOCATION:	Montreal, Quebec
DESCRIPTION OF HOST ORGANIZATION:	<p>The NFCM is a not-for-profit, non-sectarian, autonomous agency whose main mission is to promote, develop and enhance the quality of life of Indigenous people in Greater Montreal. The NFCM is the only centralized service and referral point in the Greater Montreal Area (GMA) dedicated to serving the Indigenous population consisting of the ten First Nations of Quebec, as well as the Inuit and Métis of Montreal. For over 40 years the NFCM has been the primary central service and referral point, providing assistance and support to the urban Indigenous population of Montreal and their families, those migrating to or in transition to the city by safeguarding their health, social, and legal conditions and by assisting these individuals in the achievement of their dignity and their quality of life. The NFCM is mandated to assist Indigenous people who are making a transition to the urban community by providing access to direct integrated services and referral through central, suitable, and appropriate facilities where cultural, educational, recreational, and social activities can be held. The Centre also seeks to promote cross-cultural awareness in the Greater Montreal Area through engagement and participation with other sectors.</p>
INTERN'S DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assist staff in project support functions and general activity/service delivery; - Develop in-depth knowledge of organizational operations; - Identify and refer clients to appropriate internal and external resources; - Receive and direct visitors to appropriate area, coordinate mail distribution, and respond to telephone inquiries; - Provide administrative support as required; - The intern may take on a variety of tasks including activity planning and promotion; - Works directly with youth, adults, or elders. <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'S REQUIREMENTS:	<ul style="list-style-type: none"> - Strong interest in at least some of: design, promotions, publication, photography, writing, and event planning. - Fluent in English and Intermediate French. - Excellent computer skills. - Outstanding interpersonal and communication skills. - Prior related experience is an asset.
HOURS:	Full time
DATES:	May 4 – July 24, 2020 (flexible)
REMUNERATION:	Unpaid, successful applicants may be eligible to apply for Faculty of Arts Internship Awards: https://www.mcgill.ca/arts-internships/funding/apply
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:	January 27th, 2020
CITIZENSHIP REQUIREMENTS:	None

ELIGIBILITY:	<ul style="list-style-type: none"> - 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
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.

WORKSHOPS:	<p>Successful candidates are required to attend the following sessions:</p> <ul style="list-style-type: none"> - Faculty of Arts Interns Meeting (All internships) - Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe) - Success in a Professional Environment (Internships in an office setting) - University-Wide Pre-Departure Session (Internships outside of Canada) - Interns Responsibilities and Guidelines (All internships) - International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
HEALTH & SAFETY:	<p>All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. https://travel.gc.ca/travelling/advisories</p> <p>Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.</p> <p>The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.</p> <p>Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.</p>
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