

Paid Internship Opportunity at Save the Children Canada

Save the Children Canada is a member of Save the Children International, a federation that works in more than 119 countries worldwide delivering programs focused on health and nutrition, education, child protection, child poverty, humanitarian response, and child rights governance. As the world's leading independent organisation for children, Save the Children's vision is a world in which every child claims the right to survival, protection, development and participation.

Position: Intern (3 positions available)

Position one – Business Development and Humanitarian

Position two – Education, MEAL, Gender Equality, Health and Nutrition

Position three – Awards Management

Location: Remote (*due to the COVID-19 pandemic, the positions will be based remotely during the course of the internship*)

Hours: Full time, 35 hours per week, 7 hours per day, generally carried out Monday-Friday 9-5 with occasional work to be conducted early mornings, evenings and/or weekends.

Hourly Rate: \$14.25 per hour

Duration: 8 weeks/35 hours per week (estimated July 5-August 28, 2020)

Eligibility: Open to McGill Faculty of Arts students and Faculty of Arts & Science students

Application Process: Please send your resume and cover letter in a combined PDF document to aio@mcgill.ca no later than June 6, 2021, 11:59 PM ET. Please indicate the position you are applying for in the subject line of your email as well as your application document.

Duties and responsibilities:

The International Development Intern will provide assistance to Save the Children Canada's International Programs team including but not necessarily limited to the following actions:

- Support the preparation of internal training sessions on relevant development or humanitarian issues and operational approaches.
- Support the preparation of roundtables, events or external meetings on relevant development or humanitarian issues and topics.
- Supporting in the development of tools and materials for active projects, new thematic approaches or preparation for business development process, including literature reviews and background research.
- Contribute to the mapping of best practices and successful interventions in thematic programming that are gender sensitive and transformative.
- Develop a suite of branded templates that can be used for future result reports, presentations and infographics in different thematic areas across multiple countries, including girls' education in crisis and sexual and reproductive health.
- Various administrative tasks including taking meeting minutes, updating intranet SharePoint site, drafting communications materials, etc.
- Monitoring emerging humanitarian crises and providing relevant analysis, to enhance readiness of Humanitarian Advisors to respond to crisis.
- MEAL initiative: End-to-end design of an impact summary report that promotes the results of a major 5-year project that was recently completed on food security and nutrition. This would

include writing a plain language summary of results, graphic design of the report, and creating infographics or photo editing.

- Depending on the skills and interest of the intern, opportunity to develop innovative approaches to data visualization and digital storytelling in support of current Save the Children Canada projects.
- Assist in development of materials for communications strategy, including infographics, social media posts and case-studies.
- Time will be allotted to participate in online trainings, webinars, etc. as well as in-house trainings in order to boost the intern's capacity.

Requirements:

- Home based internet connection and personal computer to connect to Save the Children servers.
- Completion of high school is required.
- Education in the field of international development, international relations or human rights is a strong asset.
- Understanding of children's rights standards and principles or humanitarian principles, programming and policy.
- Strong research, writing and analytical skills.
- Demonstrated interest in monitoring and evaluation, quantitative and qualitative research, or statistical methods within the development and/or humanitarian sector.
- Ability to communicate in English. French, Arabic and/or Spanish an asset.
- Good interpersonal and communications skills, thrives in a multicultural environment
- Experience with Adobe InDesign or other graphic design software
- Knowledge of Global Affairs Canada's Results Based Management approach an asset.
- Proficient with Microsoft Office suite of tools. Knowledge of SharePoint an asset.

Save the Children Canada is an equal opportunity employer and encourages individuals from diverse backgrounds to apply. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

SCC is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for disability during any stage of the recruitment process, please notify Human Resources (416) 221-5501 ext. 262.