

Internship Opportunity with The Synergos Institute Summer 2020

POSITION:	Global Philanthropists Circle Intern (undergraduate)
LOCATION:	New York, NY
DESCRIPTION OF HOST ORGANIZATION:	<p>Synergos is a global organization that works to reduce global poverty by creating, promoting, and sustaining trust and collaboration among business, government, philanthropy, civil society, and marginalized communities.</p> <p>Since 1986, we've built systemic partnerships in areas such as health, nutrition, agriculture, and youth employment – creating opportunities for individuals and communities to thrive in 13 countries across Africa, Asia, Europe, Middle East, and the Americas.</p> <p>The Synergos approach is to cultivate bridging leadership: the ability to build trust.</p> <p>Bridging leadership is a style of leadership practiced by both individuals and organizations that is effective for building trust and collaboration among diverse stakeholders to address systemic challenges.</p> <p>Bridging leadership requires inner work to increase self-awareness, skills for social issue analysis such as systems thinking, and a high capacity for collaboration.</p> <p>For 30 years Synergos has both integrated bridging leadership into all of its programs, and helped train others to use and to teach bridging leadership skills.</p> <p>Synergos offers bridging leadership training that takes the participant through a series of interconnected steps, beginning with ownership and personal mastery of the issues to the creation of a collective vision and joint action to overcome obstacles and challenges. This process develops and enhances the capacity of leaders to be more resilient, think systemically and proactively collaborate.</p> <p>Founded in 2001 by Synergos Chair Peggy Dulany and her father, David Rockefeller, the Global Philanthropists Circle is a network of about 100 families from more than 25 countries who are committed to using their time, influence and resources to address issues of poor and marginalized communities. The Circle provides opportunities for members to advance their own philanthropic projects by drawing on the advice, experience, relationships, and collaboration of other members. Synergos also provides services in strategic planning and other topics to specific members and their families.</p> <p>The Global Philanthropists Circle is a network of over 100 families from more than 30 countries who are committed to using their time, influence and resources to address issues of poor and marginalized communities. The Circle provides opportunities for members to advance their own philanthropic projects by drawing on the advice, experience, relationships, and collaboration of other members. Synergos also provides services in strategic planning and other topics to specific members and their families.</p>

	<p>The program seeks an intern with a time commitment of 15-20 hours per week. Interns are welcome to participate broadly in Synergos activities and GPC events in New York City, including all-staff meetings, staff presentations and members meetings with external guests.</p>
DUTIES/RESPONSIBILITIES OF INTERN:	<p>To provide integral support to the Global Philanthropists Circle by:</p> <ul style="list-style-type: none"> • Conducting research on prospective GPC members. Gather information about philanthropists from different countries, in order to assess their appropriateness for GPC membership. This will include compiling research from a variety of sources, discussing findings with GPC staff, and inputting research in the membership database. • Assisting with the administration of member events and trips. • Collecting and entering data for the membership database. • Creating content for social media channels and other communications materials
MCGILL UNIVERSITY REQUIREMENTS:	<ul style="list-style-type: none"> • Must be a McGill full-time undergraduate, returning to their current registered faculty in fall 2020. • Must fulfill the Internship Offices Network requirements post-internship. For more information download the ION Intern Handbook.
HOST ORGANIZATION REQUIREMENTS:	<ul style="list-style-type: none"> • Must be a US citizen; • College student interested in international affairs, philanthropy, public policy, poverty alleviation, social justice, nonprofit management, or related fields. • Committed to Synergos' mission and values. • Strong research, organization and presentation skills. • Excellent writing and communications skills. • Independent, proactive and able to work with minimal supervision. • Fluency in English; other languages are helpful to research prospects from specific countries, but not required. • Experienced in Excel, Word, PowerPoint. • Outstanding social media skills; experience with social media analytics tools preferred, but not required.
HOURS:	<p>Working hours are 9:00am-5:00pm, 15-20 hours per week. Between May 1 and August 30. Start and end dates are to be negotiated between the candidate and the organization. Times are flexible but a commitment of at least 4 months is expected.</p>
REMUNERATION:	<p>Successful candidates will receive an award from McGill University valued at \$4,000 CAD</p>
COSTS:	<p>The intern is responsible for all costs associated with the internship including transportation, accommodations, visas, etc.</p>
TRAVEL ARRANGEMENTS:	<p>Preparing travel arrangements to and from the internship host community is the responsibility of the intern.</p>
ACCOMODATIONS:	<p>Finding suitable lodging during the internship is the responsibility of the intern.</p>
HOW TO APPLY:	<p>Students must complete the online application form available on this site: https://www.mcgill.ca/arts-internships/internships/postings/application</p> <p>Include the following documents in PDF format:</p> <ul style="list-style-type: none"> • Cover letter, which clearly states goals and interests in serving as an intern. Letter should be addressed 'To whom it may concern' and be no more than one page in length; • An updated curriculum vitae (1-2 pages). • Copy of unofficial transcript. <p>Applicants should use the following file-name format: firstname.lastname_hostorganization (ex.: james.mcgill_camfed.pdf).</p> <p>Please note: If you are applying to a second degree at McGill and waiting for a response, you must hold a confirmation of acceptance by the application deadline</p>

	and send it directly to ion@mcgill.ca
APPLICATION DEADLINE:	Monday, February 3, 2020, 12 PM (noon) EST – Late applications will not be accepted.
WORKSHOPS:	<p>Successful candidates are required to attend the following sessions:</p> <ul style="list-style-type: none"> • Intern Meeting • Cross-Cultural Workshop • Interns Responsibilities and Guidelines • University-Wide Pre-Departure Session • Internship Workshop: Success in a Professional Environment • Reception for Awards Recipients • Internship Debriefing Session
HEALTH AND 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 Internship Office Network 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