



# Internship Opportunity with THE SYNERGOS INSTITUTE Summer 2024

<b>POSITION:</b>	Intern in the departments: Philanthropy and Development or Human Resources. Please indicate your choice in your statement.
<b>LOCATION:</b>	New York City, NY, USA. <b>Remote internship:</b> intern does not travel to or for the internship. The internship is conducted 100% remotely.
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	<p><a href="#">Synergos</a> is a global organization helping solve complex issues around the world by advancing bridging leadership, which builds trust and collective action. We believe in the power of building trust. It's how we create regenerative solutions around the world. We enable stakeholders with diverse viewpoints and interests to come together to generate, test, and implement ideas that create lasting social change. Through our Global Philanthropists Circle and other networks, we help changemakers increase their impact by enabling them to connect to purpose, build trust, and collaborate with others.</p> <p>Synergos works to reduce global poverty by creating, promoting, and sustaining trust and collaboration among business, government, civil society, and marginalized communities. Our programs operate in fifteen countries, tackling issues in which deeper trust and coordinated, aligned action by diverse stakeholders can provide opportunities for individuals and communities to thrive.</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. The Synergos approach is to cultivate bridging leadership: the ability to build trust. 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. 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>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. Interns are welcome to participate broadly in Synergos activities, including all-staff meetings, staff presentations and meetings with external guests.</p> <p>Internships are available in the following departments:</p> <ul style="list-style-type: none"> <li>• Philanthropy</li> <li>• Human Resources</li> </ul> <p>Please indicate the department of your choice in your statement.</p>
<b>INTERN'S DUTIES AND RESPONSIBILITIES:</b>	<p>You will gain experience across many areas of an internal non-profit operation like strategic planning, content creation, marketing, fundraising and development, communication and content development, promotional materials, digital marketing, client events and sponsorships, and partner relationship building.</p> <p>You will hopefully learn and provide training as you work in varying assignments supporting the teams.</p>

	<p>You will contribute and will work in teams to support the program/ departments by:</p> <ul style="list-style-type: none"> <li>• Completing research on special projects and initiatives, developing research decks, presenting data analysis and findings to the Manager and Director of program</li> <li>• Assisting with the administration of day-to-day program activities and offering</li> <li>• Data collection, segmentation, entry and analysis of research and findings for the internal organization metrics and database</li> <li>• Creating content for social media channels and other communications materials as the new organization strategy is implemented.</li> </ul> <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
<b>HOST ORGANIZATION REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Undergraduate student interested in international affairs, philanthropy, public policy, poverty alleviation, social justice, nonprofit management, or related fields.</li> <li>• Committed to Synergos' mission and values.</li> <li>• Strong research, organization and presentation skills.</li> <li>• Excellent writing and communications skills.</li> <li>• Independent, proactive and able to work with minimal supervision.</li> <li>• Fluency in English; other languages are helpful to research prospects from specific countries, but not required.</li> <li>• Experienced in Excel, Word, PowerPoint.</li> <li>• Outstanding social media skills; experience with social media analytics tools preferred, but not required.</li> </ul>
<b>HOURS:</b>	Full-time, 35 hours per week
<b>DATES:</b>	11 weeks starting May 6, 2024. (Dates to be finalized with host organization)
<b>RENUMERATION:</b>	\$6,160 CAD issue 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. <b>You will be required to download the certificate of completion in your application.</b>
<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>	<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><b>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</b></p>

**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.*