

Volunteer Opportunity with United Nations World Food Programme Summer 2020

POSITION:	Volunteer, Communications and Knowledge Management Unit
LOCATION:	Ciudad del Saber, Clayton, Panama City, Panama
DESCRIPTION OF HOST ORGANIZATION:	The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience. Each year, WFP assists some 80 million people in 80 countries. WFP in Panama covers Latin America and the Caribbean.
DUTIES/RESPONSIBILITIES OF INTERN:	Under the supervision of the Regional Communications Officer in the Communications and Knowledge Management Unit in the WFP Regional Bureau, the volunteer will carry out the following duties, depending on his/her background and interests: <ul style="list-style-type: none"> • Media monitoring/research • Translation of press releases and other material • Consolidating material received from offices in the region for weekly communications outlook • Photographs, social media posts, video editing • Support with events (occasionally) • Proofreading of short documents
MCGILL UNIVERSITY REQUIREMENTS:	<ul style="list-style-type: none"> • Must be a McGill full-time undergraduate or graduate student, returning to their current registered faculty in fall 2020. • Must fulfill the Internship Offices Network requirements once the volunteer period is completed. For more information download the ION Intern Handbook.
HOST ORGANIZATION REQUIREMENTS:	As this volunteer opportunity is with the CKM team, it would be important that the candidate has excellent interpersonal skills and knowledge/interest in languages. An additional asset would be knowledge of photography, graphic design and video editing.
HOURS:	Office hours are from 8:00 a.m. to 5:00 p.m. Monday to Thursday and from 8:00 a.m. to 2:00 p.m. on Fridays. The volunteers programme will run for twelve weeks between May and August 2020. Precise dates to be determined with the organization.
REMUNERATION:	Successful candidates will receive an award valued at \$4,000 CAD
COSTS:	The volunteer is responsible for all costs associated with the programme, including transportation, accommodations, visas, etc.
TRAVEL ARRANGEMENTS:	Preparing travel arrangements to and from the host community is the responsibility of the volunteer.
ACCOMMODATIONS:	Finding suitable lodging during the volunteer period is the responsibility of the volunteer.
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). <i>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 and send it directly to ion@mcgill.ca</i></p>
APPLICATION DEADLINE:	Monday, January 13, 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 <p>Please note that WFP runs a volunteer programme.</p>
HEALTH AND SAFETY:	<p>All applicants should consult the Global Affairs Government of Canada Travel Advice and Advisories for the host country prior to applying for this volunteer opportunity. http://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 Internship Offices Network cannot guarantee the safety of any intern/volunteer 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 volunteer opportunity. 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 their scheduled period as volunteers in the host country. The Internship Offices Network may request a doctor's attestation that an applicant is sufficiently healthy to complete the agreed volunteer period.</p>
ENTRY REQUIREMENTS:	<p>Volunteers are responsible for informing themselves of what entry requirements are required to visit and work as a volunteer in the 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 volunteer is responsible for acquiring all necessary documents in time for the beginning of their assigned time as volunteers.</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