

## Volunteer Opportunity with United Nations World Food Programme Summer 2021

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| <b>POSITION:</b>                          | Volunteer, Communications Unit   |
| <b>LOCATION:</b>                          | Ciudad del Saber, Clayton, Panama City, Panama (remote)  |
| <b>DESCRIPTION OF HOST ORGANIZATION:</b>  | 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.  |
| <b>DUTIES/RESPONSIBILITIES OF INTERN:</b> | Under the supervision of the Regional Communications Officer in the Communications 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"> <li>• Media monitoring/research</li> <li>• Translation of press releases and other material</li> <li>• Consolidating material received from offices in the region for weekly communications outlook</li> <li>• Prepare monthly reports</li> <li>• Photographs, social media posts, video editing, archiving in multimedia hub</li> <li>• Support with events (occasionally)</li> <li>• Proofreading of short documents</li> </ul> |
| <b>MCGILL UNIVERSITY REQUIREMENTS:</b>    | <ul style="list-style-type: none"> <li>• Must be a McGill full-time undergraduate or Master student, returning to their current registered faculty in fall 2021.</li> <li>• Must fulfill the Internship Offices Network requirements once the volunteer period is completed. For more information download the ION Intern Handbook on <a href="#">this page</a>.</li> </ul>  |
| <b>HOST ORGANIZATION REQUIREMENTS:</b>    | As this volunteer opportunity is with the CU 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. <ul style="list-style-type: none"> <li>• Very good knowledge of Spanish (written and oral) mandatory.</li> </ul>  |
| <b>DATES:</b>                             | 12 weeks between May 2021 and August 2021  |
| <b>HOURS:</b>                             | Full-time  |
| <b>REMUNERATION:</b>                      | Successful candidates will receive an award issued by the McGill Internship Offices Network, valued at \$6,000 CAD.  |
| <b>COSTS:</b>                             | The volunteer is responsible for all costs associated with the programme, including transportation, accommodations, visas, etc.  |
| <b>TRAVEL ARRANGEMENTS:</b>               | Preparing travel arrangements to and from the host community is the responsibility of the volunteer.   |
| <b>ACCOMMODATIONS:</b>                    | Finding suitable lodging during the volunteer period is the responsibility of the volunteer.   |
| <b>HOW TO APPLY:</b>                      | Students must complete the online application form available on this site: <a href="https://www.mcgill.ca/internships/internship-application-form">https://www.mcgill.ca/internships/internship-application-form</a><br>Include the following documents in PDF format: <ul style="list-style-type: none"> <li>• 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;</li> <li>• An updated curriculum vitae (1-2 pages).</li> </ul>   |

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|                                  | <ul style="list-style-type: none"> <li>• Copy of unofficial transcript.</li> </ul> <p>Applicants should use the following file-name format:<br/>         firstname.lastname_hostorganization (ex.: james.mcgill_camfed.pdf).<br/> <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 <a href="mailto:ion@mcgill.ca">ion@mcgill.ca</a></i></p> |
| <b>APPLICATION DEADLINE:</b>     | February 15, 2021. 12PM (noon) EST.  |
| <b>CITIZENSHIP 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><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*