

Internship Opportunity with The McGill Office of Sustainability 2018-2019

POSITION

Communications Assistant C (Communications Intern)

CONTEXT

The mission of the [MOOS](#) (🦌 moose) is to create a culture of sustainability at McGill. MOOS aims to identify, connect, and enhance efforts to incorporate principles of sustainability (ecological, social, and economic) into research, education, connectivity, operations, and governance & administration at McGill. We provide the institutional memory and knowledge, the network of partnerships, the framework for sustainability at McGill ([Vision 2020](#)), and the seed funding ([Sustainability Projects Fund](#)) to facilitate the sustainability efforts of students, faculty, and staff.

WHAT YOU CAN EXPECT

- An experiential learning experience
- A passionate and caring team work environment
- Setting personal and professional goals to work toward and reflect upon
- Being able to be first and foremost a student
- Very little mindless busy work
- Co-designing your work plan to include your own interests

DUTIES

- Generate written content for sustainability (stories, web text, events, newsletter)
- Manage all Office of Sustainability social media (Facebook, Twitter, Instagram)
- Carry out a communications strategy to engage students, faculty and staff in sustainability efforts
- Assist in promoting activities of the Office of Sustainability and engaging the McGill community in them
- Work with Communications Officer, Web Intern and Multimedia Intern to advance sustainability communications goals
- Others, as they may arise

QUALIFICATIONS

- Excellent written communication, research, and organizational skills
- Ability to reliably produce high-quality work, on time, with limited supervision
- Ability to keep track of, prioritize, and complete multiple tasks
- Good team player and people skills
- Interest in sustainability or social justice issues
- Desire to learn
- Proficiency in the use of Microsoft Office.
- Familiarity with social media tools and platforms (Facebook, Twitter, Instagram, Hootsuite, MailChimp, WordPress, etc.)
- Students from ALL FACULTIES are welcome to apply

CONSIDERED A PLUS:

- Fluency in French (ability to write and translate content)
- Graphic design and photo editing experience

- Connection with other student sustainability groups on campus

HOURS: 6-10 hours per week, starting either in May or August 2018 (depending on your availability) until the end of the academic year, with the possibility to extend.

REMUNERATION: \$15.15 per hour + 4% vacation pay and compensation for legal holidays.

SUPERVISOR: Toby Davine, Communications Officer

DEADLINE TO APPLY: April 8, 2018 before midnight.

HOW TO APPLY: Please email your C.V. and cover letter to toby.davine@mcgill.ca in Word or PDF format entitled *firstname_lastname_CV* and *firstname_lastname_cover letter* with subject line: Communications Intern Applicant.

FOR MORE INFORMATION: email Toby Davine. See also: our [website](#), [facebook](#), and [twitter](#).

The McGill Office of Sustainability (MOOS) values the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourages women, Indigenous people, people of colour, people identifying as LGBTTTQI (lesbian, gay, bisexual, transgendered, two-spirited, queer, intersex), members of ethnic minorities, immigrants and people with disabilities to apply. Please indicate if you consider yourself to be a member of one of these groups and would like to be considered as such for the purpose of this hiring process.