

Internship offer

**Equitas – International Centre for Human Rights Education
(Summer 2012)**

Position :

Communications and Coordination Assistant, International Human Rights Training Program (IHRTP)

Description of Equitas – International Centre for Human Rights Education:

Equitas was established as a non-profit, non-governmental organization in 1967 with a mandate to advance democracy, human development, peace and social justice through educational programs. Every year in June, Equitas organizes its three-week, intensive International Human Rights Training Program (IHRTP) at John Abbott College in Ste-Anne-de-Bellevue, where approximately 130 human rights workers from over 60 countries come to gain knowledge, skills and strategies related to human rights education.

Location: Montreal and Ste-Anne-de-Bellevue

Description:

Equitas is offering an internship in communications and coordination for the IHRTP. Reporting to the Executive Director and working closely with National Public Relations and the IHRTP Program Officers, the intern will participate in

- The development and the implementation of communications strategies aimed at increasing Equitas' visibility
- The development and implementation of a social media strategy
- Supporting communications between Equitas and the media
- The preparation of information material and media kits
- The planning and implementation of public events targeting the Montreal public

This internship also includes a logistical and administrative component to support the organization and the implementation of the IHRTP.

Qualifications:

- Very organized
- Excellent inter-personal skills
- Attentive to detail
- Strong sense of initiative
- Excellent communication skills
- Knowledge of computers
- Fully bilingual (oral AND written)
- Ability to work independently
- Enjoy working with others
- Strong interest in human rights
- Ability to drive a car is an asset
- Availability on week-ends and evenings when necessary

Previous experience:

The intern must have completed or be about to complete Communications Studies at the university level, have relevant experience related to media relations and show particular interest in Media Relations.

Hours:

- This internship is full time for a period of 2 months (between May and July).

Remuneration: \$13 per hour

How to apply: Candidates must submit a cover letter and their resumé to Laura Cliche, Program Officer, IHRTP, (ihrtp-pifdh@equitas.org). **Applicants must have the right to work in Canada.**

Application deadline: February 22, 2012

Please note that only selected candidates will be contacted for an interview.