



## Call for applicants – Internship for the Summer of 2018

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<b>Title:</b>	<b>Coordination Assistant – IH RTP</b>
Organization:	Equitas – International Centre for Human Rights Education
Location:	Montreal and Ste-Anne-de-Bellevue, Canada
Duration:	8 weeks, between May and July, 2018
Paid internship:	13\$/hour

**Deadline to apply: February 12, 2018**

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**Equitas – International Centre for Human Rights Education** is a non-profit organization that works for the advancement of equality, social justice and respect for human dignity in Canada and around the world through transformative human rights education programs since 1967. Each year in June, Equitas organizes its three-week, intensive International Human Rights Training Program (IH RTP) at John Abbott College in Ste-Anne-de-Bellevue, where approximately 90 human rights workers from around 50 countries come to gain knowledge, skills and strategies related to human rights education.

### **Internship description:**

The intern will be placed as a Coordination Assistant for the International Human Rights Training Program (IH RTP). The position entails a combination of the following responsibilities: **logistical and administrative support** prior to and during the program in June.

The intern's responsibilities include a variety of tasks related to running and supporting a major international event in an intercultural context. The intern will be involved in the following activities before, during and after the IH RTP:

- Supporting Program events and organizing social events;
- Planning the arrivals and departures of international participants;
- Coordinating on-site accommodation;
- Preparing the participants' directory, program handbook and welcome kits;
- Coordinating logistical support at the John Abbott College during the Program;
- Running the on-site Equitas office;
- Coordinating participants' insurance;
- Looking for sponsors and purchasing goods;
- Running the participants' lounge and computer lab;
- Generally supporting participants and facilitators during their stay at John Abbott.

### **REQUIREMENTS:**

- Very organized;
- Excellent communication skills;



- Autonomous;
- Attention to detail;
- Strong sense of initiative;
- Excellent communication skills;
- Knowledge of computers;
- Fully bilingual (French and English);
- Enjoy working with others;
- Strong interest in human rights;
- Familiarity with Excel is an asset;
- Availability to work long hours, including on week-ends and evenings when necessary;
- Good knowledge of Montreal and surroundings;
- Prior experience in communications could also be an asset, but is not a requirement. Please indicate in your cover letter;
- **Ability to drive a car is an asset. Please indicate in your cover letter;**
- Commitment to the Equitas mission and values.

**INTERNSHIP LENGTH:**

- This internship runs for 8 weeks (between May and July, 2018).

**REMUNERATION:** \$13 per hour. This is a full-time (35 hour/week) internship.

**Applicants must have the right to work in Canada.** Equitas supports employment practices that promote diversity and respect human rights.

**Please direct your cover letter and resume by February 12, 2018 to:**

**Ariane Duplessis**  
Program Coordinator  
E-mail to [pifdh-ihntp@equitas.org](mailto:pifdh-ihntp@equitas.org)

Equitas thanks all applicants for their interest; however, only applicants under consideration will be contacted.