



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

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<b>Title:</b>	<b>Education Intern – IHRTP</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 (IHRTP) at John Abbott College in Ste-Anne-de-Bellevue, where approximately 90 human rights workers from over 50 countries come to gain knowledge, skills and strategies related to human rights education.

### **INTERNSHIP DESCRIPTION:**

The Intern will help **support educational aspects of the IHRTP** in collaboration with the Program's education team. Specifically, the Intern is responsible for the preparation and support of educational materials, plenary sessions, and participants' Individual Plans. As part of the Equitas Education Unit, the Education Assistant reports to the IHRTP Education Specialist.

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 IHRTP:

### **Before the Program:**

- Support the education team's document translation needs
- Support the preparation and review of Program manuals and materials
- Support the compilation and analysis of the pre-training assignments using a database
- Update the daily plans (French and English)
- Support preparation and review of evaluation tools
- Support the preparation of the online interactive communication tool, the Equitas Community, for the IHRTP
- Prepare facilitators' and education team materials and supplies
- Support and prepare the facilitators orientation session
- Perform other duties as determined in consultation with the IHRTP Education Specialist

### **During the Program (June 10-29, 2018):**



- Under the direction of the Education Specialist, provide on-site support to the Education team and the facilitators in various aspects of the preparation of the Program:
  - Preparation of daily plans (French and English)
  - Support administration, compilation, analysis and data entry of IH RTP evaluations
  - Preparation of various documents (posters, articles, schedules, etc.)
  - Attendance at the facilitator debriefing sessions
  - Communication with Resource People
  - Preparation and translation of PowerPoint presentations
  - Support with other translation needs where required
  - Preparation and management of audiovisual equipment used during the Program
  - Attendance at plenary sessions and preparation of proceedings (in collaboration with the Research and Education Assistant)
- Support the preparation of the Culture of Human Rights Tree
- Support the organization of the Open Space Technology (OST) activity
- Assist the Education team in preparing materials for activities
- Support participants in using the Equitas Community and uploading documents to the Community
- Perform other duties as determined in consultation with the IH RTP Education Specialist

**After the program:**

- Compile and analyze the Individual Plans
- Complete remaining data entry from evaluation questionnaires; support the Education team with the analysis of the evaluation data
- Prepare and submit an activity report
- Perform other duties as determined in consultation with the IH RTP Education Specialist

**REQUIREMENTS:**

- Excellent written and oral communication skills in English and French (bilingual)
- Excellent interpersonal skills
- Ability to take initiative and work autonomously with minimal supervision
- Ability to work in collaboration with others (i.e. staff, interns, volunteers)
- Excellent research and computer skills (Word, Excel and Access)
- Excellent work habits: organized, efficient time management and prioritization skills, able to meet deadlines, flexibility
- Strong interest in human rights
- Familiarity with Survey Monkey is an asset
- Availability on week-ends and evenings when necessary
- **Ability to drive a car is an asset. Please indicate in your cover letter.**



**INTERNSHIP LENGTH:**

- This internship length is of 8 weeks (between May and July, 2018). This is a full time position, 35hours/week.

**REMUNERATION:** \$13 per hour

**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-ihrt@equitas.org](mailto:pifdh-ihrt@equitas.org)

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