



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

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**Title:** Translation and Logistics Intern – IHRTP  
**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

**Application deadline: 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 translation and logistics intern will help **support educational, communication and logistical aspects of the IHRTP** in collaboration with the IHRTP team. Specifically, the Intern is responsible for supporting the teams' translation needs: educational materials, communications, simultaneous translation during sessions, etc. The intern is also involved in note-taking and in supporting logistical aspects of the Program.

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:

- Support the education team's translation needs, such as translating Program manuals, education material, presentations, daily plans, evaluation tools
- Prepare and translate PowerPoint presentations
- Attend plenary sessions, take notes and occasionally do simultaneous translation
- Create and translate communication material
- Provide on-site support to the Education team and the facilitators in various aspects of the preparation of the Program
- Organize social events and support Program events;
- Prepare the participants' directory and program handbook;
- Prepare and submit an activity report
- Generally support participants and facilitators during their stay at John Abbott.



- Perform other duties as determined in consultation with the IH RTP Education Specialist, logistics team and Communications Manager

#### **REQUIREMENTS:**

- Excellent written and oral communication skills in English and French (bilingual)
- Excellent interpersonal skills
- Attention to detail
- 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 and Publisher is an asset
- Prior experience in communications could also be an asset, but is not a requirement. Please indicate in your cover letter.
- 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's length is of 8 weeks (between May and July, 2018).

#### **REMUNERATION:**

- 13\$/hour, this is a full-time (35hours/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 to:

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

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