



Internship Opportunity - Summer of 2020

Title:	Coordination Assistant – IH RTP
Organization:	Equitas – International Centre for Human Rights Education
Location:	Montreal and Ste-Anne-de-Bellevue, Canada
Duration:	8 weeks, between May and July, 2020
Paid internship:	14\$/hour, full-time
Deadline to apply:	January 31, 2020

Are you motivated by challenges? Are you passionate about human rights and interested in supporting Equitas? If so, Equitas has an exciting opportunity for you!

Based in Montreal, Equitas is Canada's most established and active human rights education organization. Equitas is dedicated to advancing equality, social justice and respect for human dignity in Canada and around the world through human rights education.

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 over 50 countries come to gain knowledge, skills and strategies related to human rights education.

INTERNSHIP DESCRIPTION

Interns will be placed as Coordination Assistants for IH RTP. The available positions entail a combination of logistical and administrative support prior to and during the program in June.

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

- Planning the arrivals and departures of international participants;
- Supporting Program events and organizing social events;
- 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;
- Looking for sponsors and purchasing goods;
- Running the participants' lounge and computer lab;
- Generally supporting participants and facilitators during their stay at John Abbott.

KNOWLEDGE AND SKILLS

- Strong sense of initiative and organization;
- Excellent communication skills;
- Autonomous;



- Attention to detail;
- Familiarity with Excel is an asset;
- Fully bilingual French and English (spoken and written);
- Enjoy working with others;
- Strong interest in human rights;
- Prior experience in communications could also be an asset, but is not a requirement. Please indicate in your cover letter;
- Availability to work long hours, including on week-ends and evenings when necessary;
- Good knowledge of Montreal and surroundings;
- Ability to drive a car is an asset. Please indicate in your cover letter.

Interns will work primarily at Equitas' office in Montreal and at John Abbot College in Ste-Anne-de-Bellevue.

INTERNSHIP LENGTH

This internship runs for 8 weeks (between May and July, 2020).

REMUNERATION

\$14 per hour. This is a full-time internship.

OTHER CONSIDERATIONS

- Commitment to Equitas' mission and values;
- **Applicants must have the right to work in Canada.**

For further information about Equitas consult our website at www.equitas.org. Equitas is committed to employment equity and encourages applications from Indigenous Peoples, visible minorities, people with disabilities, and people of all sexual orientations and gender identities.

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

HOW TO APPLY

Please send **1 attachment** (cover letter and C.V.), with **your name and coordination internship** in the object line by **January 31, 2020** to:

Inara Klaise, Program Officer - pifdh-ihrt@equitas.org