



Internship Opportunity - Summer of 2020

Title:	Education Intern – 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

The Intern will help **support educational aspects of the IH RTP** 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 intern reports to the IH RTP 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 IH RTP:

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 IH RTP;
- Prepare facilitators' and education team materials and supplies;
- Support and prepare the facilitators orientation session.

During the Program (June 7-26, 2020):

- 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.

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.

Throughout the internship, intern will be required to perform other duties as determined in consultation with the IH RTP Education Specialist.

KNOWLEDGE AND SKILLS

- 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.



The intern 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 Education Assistant internship** in the object line by **January 31, 2020** to:

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