



Internship Opportunity

Title:	Document Management Intern
Organization:	Equitas – International Centre for Human Rights Education
Schedule and Duration:	From May to July, 2021 - flexible
Duration:	20 hours/week, 10 weeks, total of 200 hours
Remuneration:	\$16/hour

Equitas – International Centre for Human Rights Education is a non-profit organization that has worked since 1967 to advance equality, social justice and respect for human dignity through its transformative human rights education programs in Canada and throughout the world. To learn more about Equitas, visit our website at www.equitas.org.

Internship Description:

Supervised by the Knowledge Manager, the intern's primary responsibilities will be to initiate the processes of compilation, coding and addition of documents relating to human rights education (HRE) to a new online database. The purpose of this database is to make our publications and tools easily accessible to human rights defenders and educators via a search engine on our website.

Primary Tasks:

- Coordinate the compilation and categorization of various documents to be added to the database.
- Analyze and code the HRE documents according to pre-established criteria.
- Compile the information in the database on Equitas' website using Wordpress.
- Perform various operations tests of the online database to ensure the new tool's smooth functioning.
- Meet once per week with the supervisor.
- All other tasks related to Equitas' knowledge management strategy, to be determined with the Knowledge Manager.

Internship Parameters:

- To the degree that circumstances allow, the internship will be performed remotely.

- Equitas is a bilingual organization. The intern will be required to consult documents in both English and French.
- The intern will have a total of 200 work hours. We propose the following distribution, which can be modified as needed: 20 hours/week over 10 weeks.
- The intern will be paid \$16/hour.
- The internship will begin in May

Qualifications and Required Experience

- Excellent reading comprehension in French and English (the documents to be analyzed will be in both languages).
- Completed or in-progress studies in archival science, information science, document management, or other related fields.
- Demonstrated knowledge of databases.
- Ability to work independently.
- Knowledge of Wordpress or other CMS considered an asset. Interest in human rights.

How to apply:

Given the nature of our work, we encourage applications from any candidates who have experienced marginalization, in particular, Black, Indigenous and People of Colour, LGBTQ2I people, and people living with disabilities. Candidates who wish to do so can self-identify in their application.

Equitas wishes to thank all candidates for their interest. However, only candidates selected for an interview will be contacted.

Please send one attachment containing your CV and cover letter by email with **your name and Document Management Intern** in the subject line by noon on May 3rd, 2021 to the following address: rhequitas@equitas.org.