



Internship Opportunity – Concordia Institute for Co-operative Education

Title:	Communications and Knowledge Intern
Organization:	Equitas – International Centre for Human Rights Education
Location:	Remote work/hybrid work
Schedule and Duration:	January 17, 2022 – April 29, 2022 – flexible (20h/week)
Application deadline:	December 6
Remuneration:	\$18/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.

Context

As a Communications and Knowledge Intern, you will work in close collaboration with the Communications team and Knowledge Manager to support Equitas' knowledge sharing agenda, which aims to encourage public participation and learning on human rights, enhance strategic engagement with decision-makers, and increase organizational visibility. You will contribute to ideation, development and integration of learning objectives within Equitas' digital communications (i.e., website, social media), as well as coordinate administrative tasks related to knowledge sharing and targeted engagement with decision-makers.

Primary duties and responsibilities

Under the supervision of the Knowledge Manager, you will have the following responsibilities:

- Supporting the coordination and delivery of knowledge activities related to EquiTalks
- Lead administrative tasks related to Equitas' strategic engagement with decision-makers (e.g., consolidating contact information, mapping current and potential decision-makers).
- Supporting the creation and integration of educational content into Equitas' external communications (e.g. via social media, alumni platform).
- Other tasks related to the organization's knowledge sharing agenda.

Required knowledge-base and competencies

- Equitas is a bilingual (English/French organization). Strong oral communication in both languages is considered an asset. Excellent writing skills in one of the two languages is required.

- Deep interest in human rights, racial justice, gender equality, and international development.
- Storytelling skills, ability to adapt writing style, tone, and voice depending on context and content.
- Basic knowledge of graphic design and photo/video editing software (Canva, Promo) or any other visual design software.
- Ability to work and communicate effectively in a cross-cultural setting.
- Ability to work as an effective member of a team.

How to submit your application

All interested and qualified candidates should submit the following items to apply for this position:

- A curriculum vitae
- A cover letter that speaks to the following:
 - Your interest in human rights education and social justice
 - What experience you have creating content on social media and websites (include links to examples if relevant)
 - Your level of comfort learning and working with new technologies and platforms
 - What you would like to learn from this experience
 - What you would bring to this role

Applications must be sent to **Amy Cooper, Knowledge Manager, by December 6** at the following email address with the subject line "Communications and Knowledge Internship": ACooper@equitas.org

Candidates must have the legal right to work in Canada. Short-listed candidates will be invited to an interview with Equitas.

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

At Equitas, we do not tolerate harassment, discrimination, violence, or abuse of any form. All employment offers are conditional of the signing of Equitas' Human Resources Policy, our Policy on Preventing Sexual Violence, Harassment and Discrimination and satisfactory references.

Equitas thanks all applicants for their interest. However, only applicants selected for an interview will be contacted.