



Internship Opportunity with Equitas - International Centre for Human Rights Education (Summer 2015)

POSITION TITLE: Coordination Assistant – International Human Rights Training Program

DESCRIPTION OF EQUITAS - INTERNATIONAL CENTRE FOR HUMAN RIGHTS EDUCATION:

Equitas 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 (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.

LOCATION: Montreal and Ste-Anne-de-Bellevue

DUTIES/JOB DESCRIPTION: The intern will be placed as a Coordination Assistant for the International Human Rights Training Program (IH RTP). The position entails a combination of the following responsibilities: **logistical and administrative support** prior to and during the program in June. The interns' responsibilities include the organisation of social events, the preparation of the participants' directory and the coordination of the rooms used by Equitas at John Abbott College during the program.

REQUIREMENTS:

- Very organized;
- Autonomous;
- Attention to detail;
- Strong sense of initiative;
- Excellent communication skills;
- Knowledge of computers;
- Fully bilingual;
- Enjoy working with others;
- Strong interest in human rights education;
- 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 varies between 8 to 12 weeks (between May and June).

RENUMERATION: \$13 per hour

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 by **February 13, 2015** to:

Ms. Marie-Pierre Arsenault
Program Coordinator
E-mail to ihntp-pifdh@equitas.org

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