

THE MONTREAL INSTITUTE FOR GENOCIDE AND HUMAN RIGHTS
STUDIES (MIGS) AT CONCORDIA UNIVERSITY

CALL FOR INTERNS: SUMMER 2012

- 1) Research and Administration Internship**
- 2) Communications and Social Media Internship**

(1) Research and Administration Internship

The Montreal Institute for Genocide and Human Rights Studies (MIGS) at Concordia University is seeking a Research and Administration intern for the summer (05/12-08/12). MIGS' work is cutting edge. Peace and mass atrocity crimes prevention are its primary goals. The Institute seeks not only to uncover the underlying reasons for genocide and other crimes against humanity, but also to put forth concrete policy recommendations to resolve conflicts before they intensify and spiral into mass atrocity crimes. Through its programs, events and partnerships, MIGS is a resource and a forum for government officials, diplomats, international institutions, students, academics, non-governmental organizations and members of the private sector on important human rights issues. The internship is unpaid and is full-time (40 hours per week).

Responsibilities Include:

- Provide assistance with administrative tasks and in organizing and planning meetings and events.
- Assist with building and researching MIGS' email listserve.
- Aid the Assistant to the Director in researching funding opportunities to expand MIGS' current initiatives.
- Assist MIGS' staff in preparing and drafting grant applications.
- Assist MIGS' staff with internal communications with offices and departments at Concordia University.

- Conduct research on potential speakers for workshops and events.
- Conduct research and compile information on MIGS' related news and events.

Qualifications:

- Enrolled in a graduate-level university program in Montreal or possess a university degree in a field international relations, political science, history or genocide studies.
- Computer literate with excellent written and oral communication, research and writing skills.
- Fluent in English; proficiency in French also desirable.

Interested applicants should submit a brief cover letter, resume and a brief writing sample (2-4 pages maximum) on a topic related to MIGS' mandate. Be sure to indicate your approximate potential start date. Internship applications will be accepted on a rolling basis. Applications can be emailed to:

abuskie@alcor.concordia.ca

(2) Communications and Social Media Internship

The Montreal Institute for Genocide and Human Rights Studies (MIGS) at Concordia University is seeking a Communications/Social Media intern for the upcoming summer (05/12-06/12). MIGS' work is cutting edge. Peace and mass atrocity crimes prevention are its primary goals. The Institute seeks not only to uncover the underlying reasons for genocide and other crimes against humanity, but also to put forth concrete policy recommendations to resolve conflicts before they intensify and spiral into mass atrocity crimes. Through its programs, events and partnerships, MIGS is a resource and a forum for government officials, diplomats, international institutions, students, academics, non-governmental organizations and the members of the private sector on important human rights issues. The internship is unpaid and is full-time (40 hours per week).

Responsibilities

- Assist MIGS staff proof-read and fact-check event and press materials, including the occasional op-ed;
- Create and implement strategies to raise MIGS' profile through social media and outreach;
- Research and maintain media contacts to update and expand MIGS' media database;
- Create original web content and e-communications to share with MIGS' partners;
- Assist in drafting special invitations and inquiries to prominent citizens and organizations for MIGS' civic dialogues and municipal outreach initiatives.

Qualifications

- Enrolled in a university program or possess an undergraduate or graduate degree in a related field (journalism, communications, political science);
- Keen interest in international affairs, public policy, and human rights;
- Comfortable with all major social media platforms;
- Superb communication and writing skills;
- Experience drafting press releases would be a plus;
- Enthusiastic, driven, eager to learn;
- Proficiency in French is a definite plus;

Interested applicants should submit a brief cover letter, resume and a brief writing sample (2-4 pages maximum) on a topic related to MIGS' work. Be sure to indicate your approximate potential start date. Internship applications will be accepted on a rolling basis. Applications can be emailed to:

abuskie@alcor.concordia.ca