

Global Education Internship Opportunity

The [Montreal Institute for Genocide and Human Rights Studies](#) at Concordia University is seeking an intern to help organize MIGS' annual [Professional Training Program on the Prevention of Mass Atrocities](#). The training program takes place in Montreal every June, drawing over 50 professionals from the governments of Canada and the U.S., the U.N. and international NGOs, such as the Red Cross and MSF. MIGS brings to Montreal experts and practitioners such as Roméo Dallaire and Irwin Cotler to share their experience and impart their knowledge to the program's participants.

Responsibilities:

- Reporting to the Senior Deputy Director;
- Assist MIGS' staff prepare and draft grant applications;
- Conduct research on potential speakers;
- Assist MIGS' staff in drafting official correspondence.
- Assist planning the event and ensuring that responsibilities are clarified and timelines agreed;
- Manage all pre-event preparations, liaising with potential speakers and participants, Concordia University offices, venues, and catering company;
- Create, produce, and distribute publicity and targeting appropriate audiences;

Qualifications:

- Enrolled in an undergrad-level university program (final year) or possess a university degree in a field international relations, political science, human rights or journalism;
- Excellent written and oral communication, research and writing skills;
- Must be computer literate, knowledge of word processing, spreadsheets and email programs. Knowledge of social media platforms preferred;
- Experience in coordinating complicated scheduling and meeting/event logistics Ability to meet deadlines and complete task on a timely basis;
- Ability to work effectively both independently and in a team environment; creative, flexible, and innovative team player;
- Well-built skills in organization, prioritization and time management;
- Fluent in English; proficiency in French also highly desirable;

Benefits:

- This is an unpaid internship, but references are provided;
- Estimated weekly hours are 12-15 hours per week;
- Minimum 4-month commitment, but longer if you are available;
- Intern will work at MIGS;
- You will be able to gain unique first-hand experience and knowledge of working in the field of human rights, expand your professional network, and build new skills.

Interested applicants should submit a brief cover letter and resume. Applications can be emailed to: migs@concordia.ca