



PAID INTERNSHIP

Intern in support of Institutional Partnerships

Part-time paid internship: 21h/week (3 days/week)

Internship location: Montreal (hybrid mode)

Salary compensation: 15.75 \$/hour

Duration: July 3, 2023 to August 31, 2023 (possibility to extend it)

Bilingual (French and English)

Context:

Humanity & Inclusion (formerly Handicap International) has been working for 40 years with people with disabilities and vulnerable populations to meet their basic needs, improve their living conditions and promote respect for their dignity and fundamental rights. The international solidarity NGO was co-winner of the Nobel Peace Prize in 1997 for its work within the International Campaign to Ban Landmines and has received international recognition over the years. Today, Humanity & Inclusion has a variety of fields of action (rehabilitation, humanitarian emergencies, inclusion, armed violence, and more) and is present in nearly 60 countries. The Canadian office of Humanity & Inclusion (HI Canada) is in Montreal. HI Canada is in a major growth cycle to increase its support for people with disabilities and other particularly vulnerable groups in situations of poverty, exclusion, conflict and disaster.

In order to participate to the growth of Canadian contributions necessary for the implementation of humanitarian, development and peace projects, HI Canada will rely on an intern who will work with the Institutional Partnerships team.

Responsibilities:

The intern in support of Institutional Partnerships will work under the authority of the Institutional Partnerships Manager.

- Contribute to the development of knowledge and dissemination of Canadian donor rules and regulations (notably through HI intranet);
- Analyze Canadian government policies and approaches and produce fact sheets and summary content;
- Support the Institutional Partnerships team in the revision of donor reports;
- Participate to the development of proposals according to the standards of our donors;
- Participate to events or working groups within Quebec/Canada civil society networks (as needed);

- Participate in various internal HI meetings on various themes (institutional partnerships, operations, sectoral themes, etc.);
- Support the HI Canada Institutional Partnerships team with any ad hoc requests.

Profile:

Education: Higher education in a relevant field (project management, international development, etc.)

Experience:

- Basic knowledge of the rules and regulations of Canadian donors such as Global Affairs Canada and the *ministère des Relations internationales et de la Francophonie*;
- Experience in project management (particularly in results-based management);
- Knowledge of the FIAP (Feminist International Assistance Policy of Canada);
- Knowledge of various themes related to humanitarian action, international development and disarmament;
- Experience in the field of disability is an asset.

Skills:

- Excellent interpersonal and communication skills;
- Good understanding of donor relations and engagement;
- Excellent synthesis and analytical skills;
- Excellent writing skills in French and English;
- Ability to write international correspondence, project proposals, funding applications, monitoring and evaluation reports, articles on various topics.

Languages:

- Excellent oral and writing skills in French and English

Personal qualities:

- Sense of initiative, ability to work independently, flexibility, adaptability, ability to manage different files and deadlines at the same time;
- Highly developed sense of ethics, sense of diversity and inclusion;
- Ability to work in a team by bringing his/her own added value;
- Ability to work in a hybrid mode: shared working space and at home;
- Good presentation skills and ability to develop professional network.

Send a CV and letter of interest to jobs@canada.hi.org by June 30th, 2023. Please indicate in the subject line: Intern: Institutional Partnership Support

We welcome applications from women, Indigenous people, visible minorities, ethnic minorities and persons with disabilities.

Only those candidates selected for an interview will be contacted.