



Le Secrétariat international de l'eau
The International Secretariat for Water
El secretariado internacional del agua

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Summer Internship Offer: Intern in Sustainable Development Projects

The International Secretariat for Water (ISW), an international NGO based in Montreal, wants to hire a person who will act as a Sustainable Development Project Intern for its programs and initiatives in Canada and internationally.

The ISW conducts advocacy, education, awareness-raising and field programs around the world with the mission of providing clean water, sanitation and access to safe drinking water for all. The ISW is internationally recognized for its "media hits", capable of influencing high-level decision-makers and mobilizing citizens, convinced that water is the key to shared prosperity.

Thanks to a grant of the Government of Canada - Canada Summer Jobs, and under its specified conditions, we are in the position to offer this Summer Internship Offer.

Title of the Position

Sustainable Development Projects Intern

Supervisors

Programs Coordinators

Description

The Project Intern is responsible for the implementation of advocacy, infrastructure and awareness-raising activities. The intern works under the supervision of the Programs Coordinators.

The selected person will also be required to collaborate with other employees and volunteers.

He / she will be responsible for providing technical and administrative support, e.g.:

- Support the team in the implementation of projects and programs, such as: ensuring the proper functioning of the office, management of project-related information, negotiation support and meetings with partners, trainings, workshops and working meetings, drafting of minutes and other documents;
- Support the team in the search for funding and the analysis of potential donors;
- Prepare and organize project-related events;
- Perform other tasks at the request of the coordinators.

Expertise

- Post-secondary education in the field of sustainable development, project management, social, economical or political sciences, other related field;
- Demonstrated interest in international cooperation, especially water issues;
- Computer skills;
- Good written and oral communication skills;
- Ability to work in a team and in collaboration with partners;
- Good knowledge of French and English (knowledge of Portuguese and / or Spanish would be an asset).

The candidate must meet the following requirements:

- **Be between the ages of 15 and 30 (inclusive) at the beginning of employment;**
- **Be enrolled as a full-time student during the previous year of study;**
- **Consider returning to full-time studies in the next academic year;**
- **Attend secondary, post-secondary, CEGEP (Quebec only), vocational or technical programs;**
- **Be a Canadian citizen, a permanent resident or a person who has been granted refugee protection under the Immigration and Refugee Protection Act *.**

*** International students are not eligible**

Visible minorities and aboriginals are encouraged to apply.

Working conditions

30 hours per week - Schedules are from 9:00 am to 5:00 pm and occasionally in the evenings or weekends.

Hourly rate: \$ 11.25

Temporary position for seven (7) weeks

Place of work: Montreal

Interested candidates should send their CV and a cover letter to Clara Othoniel: cothoniel@sie-isw.org.

Application deadline: May 17th, 2017

Job start date: June 1st, 2017