

Canadians for Justice and Peace in the Middle East

Empowering Canadians to promote justice, development and peace in the Middle East, and here at home in Canada



Guidelines for the CJPME Internship Programme

Who are we?

Mission: To enable Canadians of all backgrounds to promote justice, development and peace in the Middle East, and here at home in Canada.

Our Beliefs: CJPME evaluates the circumstances and events in the Middle East according to three beliefs:

1. The belief that all positions should respect international law
2. The belief that violence is not a solution
3. The belief that all parties in a conflict must be held to the same standard

Internship Objective & Vision:

The CJPME Internship Programme is designed to help CJPME further its work, and to create an opportunity for talented students and recent graduates, to apply their skills and knowledge through practical work assignments and projects. CJPME will provide an environment where selected students will be able to enhance their skills to effectively promote justice, development and peace in Canada and abroad.

Through its Internship Programme, CJPME hopes to provide an effective, fulfilling and career-enhancing experience for the intern, while enabling the broader work and strategies of the organization.

How to apply?

Interested candidates should send their curriculum vitae and letter of motivation to internships@cjpmc.org.

What can Interns expect?

Projects & Assignments

The relationship between CJPME and its' interns is intended to be one of mutual benefits. Interns usually have a mixture of project work and administrative support work. For the project work, the intern will be given specific assignments, based on the strategic needs of the organization and the students' area of strength and interest.

Compensation, Schedule and Location

The CJPME Internship Programme is typically **unpaid**; due to the financial limitations of the Organization. Once the internship begins, interns will work in our Montreal office to complete the assigned work. In certain circumstances, interns might be asked to attend meetings, events or perform tasks outside the office, on behalf of the Organization.

Support for Interns

Interns can expect to be provided with guidance in their duties as interns and can expect support from designed CJPME staff members.

1. CJPME will invest in the necessary training of its interns to ensure successful completion of tasks.
2. A mentor will be assigned to each intern, and will be responsible for the guidance, the follow-up and the evaluation of the intern.
3. At the end of the internship, interns will have an exit interview that will review the learnings and the completion of objectives and tasks. The exit interview will also provide constructive feedback on the internship experience.

Code of Conduct:

CJPME Interns must follow the **CJPME Internship Code of Conduct**. Failure to do so may result in expulsion from the Internship Programme. Highlights from this code include:

1. Professional Standards and Performance

- CJPME expects that all its Interns maintain a tone of professionalism in all the work that they produce for the organization. All work produced must reflect CJPME's values, vision and professional excellence.
- Given the sensitive nature of the topics covered by CJPME, interns must be careful with the language, tone and position they express in all the written work and oral communication done on behalf of the organization.

2. Confidentiality

- Interns are responsible for maintaining the confidentiality of all property or privileged information to which they are exposed. Failure to maintain confidentiality will automatically result in the termination of the internship and could have legal repercussions.

3. Copyright/Ownership

- All material produced by interns for CJPME, will become the property of CJPME upon submission.

4. Compliance & Reliability

- Interns are expected to perform their tasks on time and respect given deadlines.
- Interns are expected to adhere to their schedule
- Interns are expected to follow the guidelines set out by CJPME for projects and assignments.

5. Conflict of Interest

- Interns must ensure, to the extent possible, that their personal interest do not come into conflict with those of the Organization. In the event of a conflict of interest, the matter will be resolved in a way that will favour the interests of the Organization.