

The NATO
Association of Canada

Association Canadienne
Pour L'OTAN



NATO
peace, prosperity and security

OTAN
paix, prospérité et sécurité

Skills you will learn through your internship at the NATO Association of Canada

- **PROJECT MANAGEMENT**

- The NATO Association of Canada Internship revolves around project management. As a charity charged with informing Canadians about NATO's importance we have to approach our mandate through many different projects including: speaking events, roundtable events, recognition events, conferences, writing programs, research programs, social media projects and educational outreach.
- Our interns learn project management skills by volunteering for several different projects and following project outlines to clear goals.
- Project Management skills include planning, organization, communication, time management, persistence and leadership.

- **FAMILIARITY WITH CANADIAN & INTERNATIONAL INSTITUTIONS & BUSINESSES**

- The NATO Association of Canada Internship familiarizes interns with a whole cast of international players on the international scene.
- By working with the embassies & consulates of different countries, international multilateral organizations and Canadian & International businesses, interns will gain a wider view of the players in the international system.

- **INTERNATIONAL NORMS OF FORMAL ADDRESS & CORRESPONDENCE**

- By communicating with professionals from the Canadian government, NGOs, foreign government officials and businesspeople from Canada and abroad, interns gain a comprehensive understanding of formal address & correspondence.

- **EVENT MANAGEMENT**

- Each intern can volunteer to assist on coordination of a NATO Association event. Whether a roundtable with 20 people or a gala dinner with 200, the principles of event management are similar. Each intern learns about the main points of making a budget, securing a venue, catering, speakers, advertisement, invitations and running the actual event.

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- This practice develops invaluable life skills that will help make our interns competitive through experience.

- **EDITING**

- Most NATO Association interns get significant editing experience.

- Every week, most interns edit several articles by Junior Research Fellows who are writing remotely. They must ensure that articles are clear and concise with proper grammar & syntax.

- Interns must ensure that their writers are on topic and correspond with them to get the articles submitted on time.

- By the end of their term, most interns will have edited more than 40 professional, journalistic articles on international affairs.

- **MANAGEMENT SKILLS**

- As an editor and project manager, you will learn to work with different personalities to get a job done and learn the importance of communication, goals and leadership.

- **SOCIAL MEDIA SKILLS**

- Each intern helps promote the NATO Association of Canada through social media campaigns and projects on Facebook, Twitter, LinkedIn and Youtube. This experience includes professional event promotion, publishing, TweetChats, cross-promotion or posting and analytics.

- As a ubiquitous form of communication, experience using Social Media in a professional setting is an invaluable asset to have in the job market.

- **WEB SITE MAINTENANCE**

- The NAOC website uses Wordpress, a common website platform. All interns will learn how to edit our site through Wordpress and understand how to manipulate a website.