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.
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.