



*The McGill Journal of International Law & Legal Pluralism*

Recruitment Material for the  
Management Team

*Applications due by midnight on **30 May 2018**  
via email to [intergentes@mcgill.ca](mailto:intergentes@mcgill.ca)*



Prepared by IG for the 2018-2019 Recruitment Cycle  
[www.intergentes.com](http://www.intergentes.com)

## Job Description

### Outreach Associates

*Expected time commitment: 4-7 hours per week*

- Assist in the management, preparation and implementation of the Management team's tasks, including:
  - Encouraging submissions;
  - Searching for partners and donors for the Journal;
  - Promoting the Journal across universities and academic centres worldwide;
  - Promoting the Journal across key professional circles;
  - Linking up with the media on and outside campus;
  - Organizing promo events for the Journal.
- Design and implement the social-media outreach strategy for the Journal in collaboration with the Management Chair and Multimedia Team.
- Desirable skills include:
  - Bilingual French/English (and preferably also speaks Spanish and/or other additional language).

The Management Team intends to assign one Outreach Associate to the position of **Finance & External Relations Officer**. Please indicate your interest in this position by checking the box on the left.

*\*Responsibilities of the Finance & External Relations Officer include:* budget maintenance, budget-related internal communications, external funding research, and communications with the Advisory Board.

## Application Procedure

1. Please submit a short cover letter (one page, single spaced, maximum) explaining your interest in *Inter Gentes* generally, and the Management Team in particular. Please be sure to note any relevant experience, or courses that you have taken, on the topic of international law.
2. Please submit your curriculum vitae. Relevant experience in management positions on similar projects will also be taken into consideration.

