

Canadians for Justice and Peace in the Middle East

*Empowering Canadians of all backgrounds to promote Justice,
Development and Peace in the Middle East, and here at home in Canada*



Internship: Administrative Assistant

Organization:	Canadians for Justice and Peace in the Middle East fc	Location :	Montreal, QC
Status:	Part Time, Unpaid	Job Category :	Administration
Occupation:	Administration	Relevant Work Experience:	n/a
Duration:	14 weeks (Jan. 14th – Apr. 20th, 2019)	Education Level:	University degree in progress, with preference for degrees in administration, or related field
Career Level :	Entry-level (Non-Management)	Schedule :	Daytime hours, flexible but fixed schedule (20 hrs/wk)
Industry :	Non-profit sector		

Job Description

- Communications
 - Receives and processes incoming email
 - Updates Website content as appropriate in certain Website areas
 - Assists in the development and sending of mass emails
- Mailings - Correspondence
 - Performs mail merges for mass mailings
 - Prepares materials for “mailing parties”
 - Prepares regular mail and mailings
- Event Planning
 - Supports the logistical planning of big events
 - Help in planning of large events and speaker series. Could include taking charge of some of the following:
 - Logistical arrangements for speakers or staff (e.g. travel, hotels, etc.)
 - Logistical arrangements for events (e.g. auditorium reservations, A/V reservation, etc.)
 - Help in planning/reservations/payment of smaller events in cities where CJPME volunteer team needs help (e.g. reserving venues for meetings in Ottawa, London, etc.)
 - Help in planning/reservations of other types of events
- Other
 - Performs data entry of contact and other data as needed
 - Performs administrative tasks required to support the CJPME activities

Qualifications

- Fully bilingual, English and French, spoken and written
- Ability to produce professional, accurate and high quality work, in a timely manner.

- Above average communication, telephone skills and business etiquette
- Familiarity with Microsoft Office Word, Excel, PowerPoint, Outlook
- Multi-tasker: must be able to work on different assignments in parallel.
- Comfortable working with tight deadlines
- Highly organized, and detail-oriented
- Strong problem solving skills
- Self-starter with demonstrated ability to work effectively and independently with appropriate guidance from others
- Friendly, works well others of different backgrounds

Application Procedure

Interested applicant must email their resumes along with a cover letter to internships@cjpme.org before **Sunday, December 2nd, 2018 (11:59 p.m.)**