

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: Strategic Projects and Organizational Development

Organization:	Canadians for Justice and Peace in the Middle East	Location:	Montreal, QC
Status:	Part time, Unpaid	Job Category:	Organizational
Occupations:	Organizational Tasks and Strategic Projects	Relevant Work Experience:	n/a
Duration:	14 weeks (Jan. 14th – Apr. 20th, 2019)	Education Level:	University degree in progress, with preference for degrees in political science, public affairs, international relations or law
Career Level:	Entry-level (Non-Management)	Schedule:	Daytime hours, flexible but fixed schedule (20 hrs/wk)
Industry:	Non-profit sector		

Job Description

CJPME is looking for individuals who will play a key role in support of its overall program. Based on individuals' skills and interests, these interns will work closely with CJPME's staff and volunteers, helping with a variety of tasks related to short- and long-term strategic projects (50 percent of the time), as well as event planning and logistics, communications, fundraising, outreach, administration and other ad hoc tasks (50 percent of the time.)

A Strategic Project usually involves: *(approximately 50 percent of time)*

- Taking special assignments of varying length from beginning to end, performing the research, analysis and writing, and rework to create outputs useful to CJPME's overall organizational strategy. These projects are often highly varied, and may touch on policy, politics, media, art, society, and other areas.

Organizational Development roles could include: *(approximately 50 percent of time)*

- Managing incoming communications
- Preparing materials for "mailing parties"
- Handling communications with CJPME's supporters for various functions
- Performing data entry of contact and other data as needed
- Assisting in the development of mass emails
- Updating and creating Website content
- Performing campaign follow-up with organizations and individuals
- Supporting the logistical planning of big events
- Participating as a volunteer for CJPME in all public gatherings and events

Qualifications

- University student (undergrad or grad), with a preference for students in the following areas: political science, public affairs, international relations, law, or related
- Highly developed oral and written communication skills including excellent researching, writing and editing skills
- Self-starter with demonstrated ability to work effectively and independently with appropriate guidance from others
- Excellent familiarity with people, history and dynamics of Middle East
- Familiarity with Canadian policy process, and Canadian government systems
- Bilingualism, English and French spoken and written, is a huge asset
- Friendly, works well with all types of people and all demographics

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.)**