

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. 13th – April 17th, 2020)	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, November 24th, 2019 (11:59 p.m.)**