## Internship: Administrative Assistant

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<th>Organization</th>
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<th>Relevant Work Experience</th>
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<tr>
<td>Canadians for Justice and Peace in the Middle East</td>
<td>Montreal, QC</td>
<td>Part Time, Unpaid</td>
<td>Administration</td>
<td>n/a</td>
<td>14 weeks (Jan. 13th – April 17th, 2020)</td>
<td>University degree in progress, with preference for degrees in administration, or related field</td>
<td>Non-profit sector</td>
<td>Daytime hours, flexible but fixed schedule (20 hrs/wk)</td>
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### 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](mailto:internships@cjpme.org) before **Sunday, November 24th, 2019 (11:59 p.m.)**