



The Afghan Women's Centre (AWC) is looking to fill out the position of bilingual Administrative Assistant/Communication Agent.

We offer a 6 to 7-month contract beginning as soon as possible, with the potential for contract renewal.

This is a full time position (30 hours/week and for the time being some times a remote work is required) during the summer we re working mostly in our DownTown local 1857 boulevard de Maisonneuve ouest, suite : 305 H3H 1J9 Montréal, Québec

Our ideal candidate would be :

- Passionate and dedicated person ready to help the Centre with its mission
- Has exceptional organizational skills, detail oriented and capable of managing multiple projects while respecting deadlines
- Understands social media strategies and copywriting - Can develop content

Main Tasks:

- Provide general administrative support for projects and communications for the organization (e.g. answering phones and emails, note taking at meetings, updating internal and official documents)
- Help to organize meetings and events including booking meeting space, corresponding with attendees and promotion, taking minutes, etc.
- Update websites and social media as needed
- Requirements:
 - Fluency in French and English written & spoken is mandatory requirement
 - Experience in office administration is a requirement - Experience working in community sector an asset
 - Previous experience in social media (primarily Instagram and Facebook)
 - Excellent knowledge of Microsoft Office and computer skills.

Please send your resume and cover letter to info@awcm.ca

Or reach out by phone at 514-321-2194.

AWCM Recrutements team