



Nazareth Community

www.nazarethcommunity.com

1197 Seymour Ave., Montreal, Quebec. H3H 2A4

Tel: (514) 933-6916

Job posting: Administrative Support

Number of Hours: approx. 24-30 hours per week

Hourly wage: To be discussed

Experience: Minimum of 2 years of experience

Education Requirement: Completion of collegial DEC or equivalent

Start date: February 2019

Description of Nazareth Community Residences located in the Shaughnessy Village area for individuals who have struggled with homelessness, mental health issues, addictions and PTSD. We provide assistance and support, in a nurturing environment, offering programs and services that are adaptable to each individual with the focus on empowerment and cooperation.

Description of Position:

Nazareth Community is looking for part time administration support, someone who is able to take initiatives, be flexible, work autonomously and in a team. Someone who is familiar and comfortable in a non for profit community organization.

- Write and communicate in both French and English.
- Familiarity with social media platforms and basic software programs

Some Tasks and responsibilities

- Research capabilities
- Event planning
- Coordination of services in residences; cleaners, repairs,
- Coordination of volunteers and students of Nazareth Community.
- Purchasing
- Bi annual Newsletter mailing
- Assist the Bookkeeper
- Record keeping
- Reporting to the Director

Applications can be made by sending an email with a letter of intent and curriculum vitae. Interviews are currently taking place. Only the candidates that are considered will be contacted for an interview.

Contact: nazareth.maison@gmail.com

Website: www.nazarethcommunity.com