



AFGHAN WOMEN'S CENTRE OF MONTREAL

# HIRING A COMMUNICATION AGENT/ADMINISTRATIVE ASSISTANT

**6-Month Contract, starting immediately, with the potential for renewal**

**Please send your resume and cover letter to: cfam223@gmail.com**

**Competitive salary based on experience, can be discussed during the interview.**

## **TASKS**

- 1. Develop and execute communication strategies in collaboration with the Executive Director and staff.**
- 2. Develop evaluation and monitoring tools for project progress, making necessary adjustments to ensure successful project outcomes.**
- 3. Prepare and post content on social media platforms (LinkedIn, Instagram, Facebook) and the official website (Wix).**
- 4. 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).**
- 5. Help to organize meetings and events including booking meeting space, corresponding with attendees and promotion, taking minutes, etc.**

## **SKILLS**

- Fluency in English and French. Proficiency in Dari is an asset.**
- A minimum Bachelor's degree required in a relevant field (e.g., social sciences, marketing, communications, journalism).**
- Keen interest in the rights of women as well as refugee and immigrant rights.**
- Proven experience in office administration between 3- 5 years, experience working in the community sector is an asset.**
- Strong organizational and time management skills, with the ability to prioritize and manage multiple tasks.**
- Proven ability to work in a multicultural and multi-ethnic environment.**
- Demonstrated ability to work independently and as part of a team, with a strong commitment to promoting diversity and inclusion.**
- Proficient in Microsoft Office Suite, and marketing and outreaching tools.**