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 immediately, with the potential for contract renewal.

This is a full time position (30 hours/week and for the time being remote work is required) during the summer we re working mostly in our DownTown local we offre this job in collaboration of Emploi Québec, that being said the selected candidat should admit the condition of eligibility with Emploi Quebec.

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, visual as well

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 mondatory 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.