

Communication and Admin Intern, daphne

This internship is sponsored by the Indigenous Internship Program at the [Office of Community Engagement](#). [Read more](#) about the program on our website!

Description of Organization

[daphne](#) is a non-profit Indigenous artist-run centre committed to serving the needs of emerging, mid-career, and established Indigenous artists through exhibitions and associated programming, workshops, residencies and curatorial initiatives. daphne encourages a culture of peace through critical, respectful exchange with our Indigenous and non-Indigenous peers and audiences.

Learn more about daphne:

[Facebook page](#) | [Instagram](#)

Responsibilities and deliverables

One key project for the Communications and Admin Intern is the implementation of our volunteer program with the support of our team. Execution of this project includes tasks such as creating volunteer sign-up forms, creating email templates, creating volunteer descriptions.

Additional tasks will vary each week, but some example tasks and deliverables might look like:

- File management/organization of the daphne drive
- Creating email templates for requests such as guided tours, volunteering, general questions and inquiries
- Gallery attendant general duties

Assets and Requirements

- Registered in an undergraduate level program at Concordia
- Strong verbal and written communication skills
- Ability to work independently
- Knowledge of Google drive, tech - drive folder
- Organizational skills
- English level – professional working proficiency (C1)

[Instagram](#) | [Facebook](#) | [Website](#)

- French level – at least limited working proficiency (B1-B2), native level an asset
- Ability to speak Indigenous languages an asset

Duration: 13th January 2024 – 4th April 2025 (12 weeks)

Site of employment: Hybrid

Address: 5425 av Casgrain, Unit #103, Montreal, QC H2T 1X6

The Communication and Admin Intern will have 5-hour shifts on 2 days of the week (when the days are will be decided between daphne and the intern).

**All OCE interns are also welcome to come [co-work at the SHIFT Centre](#) (LB-145) throughout the work week.*

Hours: 120 hours (10 hours/week)

Remuneration: \$2,400

Please note that the OCE internship payments are made as honorariums, sent in 2 instalments at mid-semester and the end of the semester.

Apply now through our application form. Please prepare:

- A cover letter,
- A brief introductory summary of yourself,
- And a resume.

Deadline: 8th December 2024