



Administrative Assistant, Black Healing Centre Fall & Winter 2024-5 Internship

This position is open to Concordia students in a degree program relevant to the internship's focus. If you would like to be informed of future internship opportunities, please sign up for [our internship mailing list](#) (1-3 minimal emails a semester).

Description of Organization

Black Healing Centre's (BHC) goal is to provide an accessible space for intergenerational, culturally relevant, and afro-positive mental health care. Our intention is to create an Anti-oppressive, Anti-racist community hub where people of African descent feel seen, heard and supported. Our promise is to create an intentional space for us by us. We simply want to foster an environment where people of African descent feel a sense of belonging, and do not have to explain, diminish or defend their experiences.

Responsibilities and deliverables

- Attend SHIFT's internship events and workshops as part of your internship hours
- Answer and direct emails.
- Take detailed meeting minutes.
- Act as the point of contact for internal and external clients.
- Support the ED and Board in creating organizational Policies
- Update organizational resource list
- Support the planning and execution of BHC events and programs.
- Attend community meetings on behalf of BHC; and
- Other duties as negotiated with the Director

Assets and Requirements

- Student must be registered as a Concordia student
- Must be available to attend:
 - SHIFT's Internship Kick-Off Event (4:30-7 PM, 5th September 2024)
 - 2 virtual or hybrid workshops for professional development (dates TBD)
 - SHIFT's Internship Closing Event (4:30-7 PM, 11th April 2025)

This internship is sponsored by the SHIFT Centre for Social Transformation. [Learn more](#)



- Have a strong understanding of our core values (Being Black-led, cultural competence, anti-oppression, and community care)
- Have a strong understanding of their own intersections and the ways their social standing impacts those around them
- Ability to work collaboratively and independently
- Attention to detail and problem-solving skills

Duration

24 weeks total; 12 weeks in the fall 2024 semester and 12 in the winter 2025 semester

**Precise dates to be decided between the student and host organization. Possibility to renew over Summer 2025.*

Site of employment: Hybrid

Address (if applicable): TBD for in-person locations.

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

Hours: 240 hours total (roughly 10 hours a week)

Remuneration: \$5,000

Please note that SHIFT payments are made as honorariums, sent in 3 installments.

Deadline to apply: Sunday, 28th July 2024

To apply, please send an email to Samantha Nyinawumuntu blackhealingcentre@gmail.com with:

- Email subject: "Administrative Assistant application"
- CV
- Cover letter

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