



Center Coordinator Assistant, Amal Center for Women 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

The Amal Center for Women is an open, inclusive, and welcoming centre that collaborates with women and families in difficulty to improve their living conditions, develop their independence, and heal their wounds.

The Center offers psychosocial services that respond to the needs of women and families, while also conducting community outreach to raise awareness on the issues of domestic abuse, conjugal violence, and mental health in ethnocultural communities. The Amal Center accepts cases related to conjugal violence, marital conflict, divorce, parent-child conflict, parent-adolescent conflict, youth protection, depression, mental health, immigration, integration, orientation, and more

Responsibilities and deliverables

- Assist Center Coordinator to Plan and coordinate fundraising events with the support of the Amal team.
- Help in creating effective informational and promotional materials for sponsorship requests.
- Take part in community outreach activities to increase Amal's profile in the community.
- Assist in volunteer recruitment activities.
- Attend SHIFT's internship events and workshops as part of your internship hours

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)

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



- 2 virtual or hybrid workshops for professional development (dates TBD)
- SHIFT's Internship Closing Event (4:30-7 PM, 11th April 2025)
- Strong verbal and written communication skills
- Willingness to learn and adaptable
- Multilingualism (French/English)
- Ability to work well independently and as part of a team
- Organized

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): **860 Decarie Blvd, #301, Saint-Laurent, QC**

**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 Christine Menendez

(Christine.menendez@amalwomenscenter.ca) with:

- Email subject: "Center Coordinator Assistant application"
- CV
- Cover letter

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