



Coordination Assistant, Time Bank Initiative

Brique par brique

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

Brique par brique is a nonprofit organization founded in 2016 by community organizers and professionals of colour in order to respond innovatively and from a social justice perspective to the need for affordable housing in the gentrifying and multicultural Parc-Extension neighborhood.

In addition to the development of affordable housing, our cultural centre is a place where we cultivate solidarity and leverage community assets with the goal of improving the living conditions of diverse low-income residents, notably newcomers, asylum seekers and other immigrants facing discrimination. Through our community activities and cultural programs, we facilitate a welcoming and accessible space for expression, with the aim of building bridges between people and organizations, and nurturing the talents and aspirations of people in and beyond Parc-Extension.

Responsibilities and deliverables

Brique par brique is seeking a passionate intern who will work closely with our Time bank team to contribute to the coordination and scaling of this initiative via our cultural center in Parc-Extension. This project aims to stimulate local community economic development, foster greater mutual aid, and combat social isolation and exclusion in the neighborhood. The intern will be responsible for:

- Supporting the team with various tasks related to the coordination and development of the initiative;
- Supporting the mobilization of stakeholders (local partners and stakeholders) as well as the coordination of volunteers ;
- Document the development of the Time Bank initiative (could take the form of a research project).

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



In addition, the intern is required to attend SHIFT's internship events and workshops as part of their 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)
 - 2 virtual or hybrid workshops for professional development (dates TBD)
 - SHIFT's Internship Closing Event (4:30-7 PM, 11th April 2025)
- Excellent spoken and written communication skills in English and French (desired)
- Speaking Hindi, Urdu and/or Punjabi would be an advantage
- Ability to work independently with great interpersonal, time management, and collaborative work skills
- Experience and/or strong interest in working in a community organization, as well as in a dynamic and fast-paced environment
- Experience working with or as a newcomer(s) or immigrant(s) would be a plus
- Resourceful, adaptable, and apt at turning challenges into opportunities.

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): 633 ave. Beaumont, Montréal, QC H3N 1V7

**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: Monday, 12th August 2024

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To apply, please send an email to Amanda Vincelli (info@briqueparbrique.com) with:

- Email subject: “Coordination Assistant, Time Bank Initiative application”
- A simple introduction email
- CV/Resume