



Communications & Project Assistant, Family Care Collective Summer 2025 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 Family Care Collective (FCC) is a community organization for families in Montreal with a focus on advocacy, community support, and access to information. We offer drop-in services for new and expecting parents in Montreal to receive social support and guidance to navigate resources related to reproductive health, mental health, medical care, childcare, work and housing. We recognize that for many people, starting a family, often in a new country, poses challenges that affect the experience of pregnancy and the adjustment during the postpartum period and beyond.

We offer free individual and group meetings as well as regular workshops and social events to help new and expecting parents navigate this process with the support of the FCC community.

We bring a person-centered, interdisciplinary and integrative approach to support maternal health and the wellbeing of the family, drawing on a strong network of healthcare practitioners, activists and researchers. Our values of equity, dignity and feminist ethics are at the heart of our work as we advocate for the physical and mental health of the whole family.

Responsibilities and deliverables

As Communications & Project Assistant, the student will be:

- Participating in community events
- Gathering data and processing it for research projects
- Working on resource documents
- Attending meetings
- In addition to other tasks, depending on capacity and skillset.

Assets and Requirements

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



- Responsible and mature
- Self-motivated
- Timely
- Resourceful
- Taking initiative
- Proficient in writing/editing documents and emails
- Social media savvy is a plus

Duration

- 12 weeks between May – August 2025

**Precise dates to be decided between the student and host organization.*

Site of employment: Hybrid

Address (if applicable): **Zoom, the FCC office in NDG, a cafe downtown, or Shift Concordia.**

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

Hours: 120 hours total (10 hours a week)

Remuneration: \$2,500

Please note that SHIFT payments are made as honorariums, sent in 2 installments.

Deadline to apply: Sunday, 6th April

To apply, please send an email to Millie Tresierra and Suparna Choudhury (info@familycarecollective.org) with:

- Email subject: “Communications & Project Assistant application”
- Letter of introduction
- CV

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