



Programming Assistant Coordinator, Black Healing Centre 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 Black Healing Centre (BHC) is a physical healing space for Black people in Tio'tia:ke Montreal, QC. The BHC seeks to counteract the trauma that comes with the Black experience, and the poverty that is enacted by systematic racism by providing free and subsidized therapy sessions which are often inaccessible to Black people due to the stigma put on mental health in the Black community and the inability to cover the expenses. The BHC's core mission is to create an accessible and safer space for Black people to gather, connect and heal.

Responsibilities and deliverables

The Programming Assistant Intern will support the Director in coordinating events, workshops, and programs in BHC's new space, ensuring all logistical aspects run smoothly from setup to clean-up. They will be responsible for welcoming community members, creating a warm and affirming atmosphere, and maintaining the cleanliness and organization of the space. The intern will assist with outreach and recruitment for events, ensuring strong community engagement and participation. Additionally, they will provide administrative support by managing event documentation, tracking attendance, collecting participant feedback, and supporting the onboarding of facilitators, volunteers, and new community members. This role also includes assisting with communication and follow-ups, ensuring smooth program delivery, and contributing to a positive and accessible environment for all.

Assets and Requirements

Student must be registered to a degree-bearing program at Concordia.

We are looking for candidates with strong organizational and communication skills, who are reliable, proactive, and passionate about community care and Black mental health. Experience in event coordination, hospitality, or community outreach is highly desired, along with the ability to work collaboratively in fast-paced environments. Candidates

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



should also be comfortable managing multiple tasks, maintaining a clean and welcoming space, and interacting with diverse community members with care and warmth. Since our space serves a diverse community, proficiency in both English and French is required to ensure clear communication and accessibility for all participants.

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): **Black Healing Centre #449- 2100 Av. de Marlowe, Montréal, QC H4A 3L5**

**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 Sam Nyinawumuntu (blackhealingcentre@gmail.com) with:

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

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