



Administrative Support Intern, Comm-Un 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

Comm-Un is a collective of people in Milton-Parc who work to ensure that our most isolated and vulnerable citizens regain their dignity and feel sincerely welcomed and supported. We are a group of people with diverse backgrounds and lived experience including folks who are unhoused, street workers, artists, academics, activists, and more! Our mission is to equip all citizens, in particular people who are homeless or at risk of being homeless, to form an inclusive, caring community that brings dignity to all its members. We promote support and communication between community actors and maximize our resources in order to provide an effective and coherent social safety net for the vulnerable population.

Responsibilities and deliverables

- Participate in team meetings
- Assist with budget follow-up
- Assist in the coordination of volunteers
- Participate in the recruitment of members for the organization
- Support the director in the development and offer of services
- Ensure the collection of all essential program data
- Adhere to Comm-Un policies and procedures governing the protection of children and vulnerable persons
- 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](#)



- Professional development workshop #1: 12-2 PM, Thurs, 10 Oct 2024 (hybrid)
- Professional development workshop #2: 12-2 PM, Thurs, 20 Feb 2025 (hybrid)
- SHIFT's Internship Closing Event (4:30-7 PM. 10th April 2025)
- Administration skills
- Has experience in budget management
- Well-organized
- Strong verbal and written communication 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: in-person

Address (if applicable): 1801 Rachel east Ave.

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

Hours: 480 hours total (roughly 20 hours a week)

Remuneration: \$10,000

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

Deadline to apply: Monday, 12th August 2024

To apply, please send an email to Jonathan Lebire (commun.jonathan@gmail.com) with:

- Email subject: "Administrative Support Intern application"
- Resume
- Letter of Intention

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