

Events, Communications & Operations Assistant

Part-time Position, The Office of Community Engagement

**This position is reserved for enrolled Concordia students who are eligible for the work-study program*

About the Office of Community Engagement

[The Office of Community Engagement](#) (OCE) is a unit that is dedicated to enhancing Concordia's ability to develop and sustain respectful and impactful relationships between the university and the diverse communities of Montreal.

We support faculty, students, and staff who are interested in connecting their research, teaching, learning, and service to community needs and opportunities; we support new and ongoing community-engagement efforts through the provision of financial and non-financial resources; we advocate for community needs and priorities within the university; and we co-create ambitious and innovative resources and programs with community-led organizations that promote university-community engagement.

Description:

The OCE is seeking a creative, welcoming, and detail-oriented individual to assist with hosting events, promoting our work, and greeting community members and our partners to the space we share with the [SHIFT Centre for Social Transformation](#).

The Events, Communications and Operations Assistant will contribute to the smooth running of activities in the SHIFT space, fostering a welcoming and vibrant space within the university. The selected candidate will also support the OCE team in creating content to meaningfully engage communities through various communication platforms, and assist in organizing and hosting events and activities of the OCE, including but not limited to our flagship program, [University of the Streets Café](#).

Responsibilities:

- Assisting the OCE team with the organizing, hosting, promoting, and documenting of OCE events.
- In collaboration with the Associate Coordinator, Internships and Special Projects, upkeeping the OCE's social media presence by creating visuals and promotional material for social media (posts, short videos/reels).
- Providing front desk support and performing other tasks related to the Centre's daily operations.
 - Welcoming and interacting with visitors, providing information about coworking days, events, and responding to general inquiries.

Profile:

- Great interpersonal skills with the ability to communicate clearly with a diverse group of users and visitors
- Highly organized with strong attention to detail and ability to meet deadlines
- Self-motivated, proactive and responsible
- Bilingual with good speaking skills in French; French writing skills as an asset
- General ease with various social media platforms and experience or interest in promotions/communications
- Comfortable asking for help when required

Assets

- Knowledge of community engagement and understanding of social justice concepts such as intersectionality, anti-oppression, and decolonization
- Graphic design skills – Proficient with Canva, Photoshop, or Illustrator
- Basic video editing skills – Proficient with any video editing software such as Premiere Pro
- Experience with managing social media planners such as Meta Business
- Experience and/or skills in event organising or support

This role will mostly be conducted **in-person**, primarily on Concordia's downtown campus. It will also involve evening events in different community spaces around Montreal 5-6 times per semester.

Hours – 15 hours/week. The work schedule will be determined in collaboration with the successful candidate.

Pay Rate – \$22 per hour

- **Application deadline:** April 6th, 2025
- **Interviews** will take place from April 13-20, 2025
- **Anticipated Start Date:** Thursday, May 1st, 2023

To apply:

Please fill out our [application form](#) with your resume, CV, and portfolio (including 1-3 of your best communications work) ready to be attached. If you are experiencing any issues with our form, please contact shinling.low@concordia.ca