



Events and Operations Assistant

Part-time position for Concordia students

About SHIFT

The SHIFT Centre for Social Transformation supports existing and emerging social transformation initiatives that unite the efforts of Concordians and their partners with the goal of creating a more just, inclusive, and broadly prosperous Montreal.

Description of the role

SHIFT is seeking a creative, welcoming and detail-oriented individual to assist with hosting events and welcoming the diverse communities that share the SHIFT Centre.

The selected candidate will work closely with the Space and Events Coordinator to ensure the smooth running of activities in the new SHIFT space, fostering a welcoming and vibrant space within the university.

We're looking for someone who is committed to tackling systemic challenges aligned with SHIFT's mission, vision and values and who has a strong understanding of transformative social change.

Responsibilities – in collaboration with the Space and Events Coordinator, the candidate is responsible for:

- Opening the SHIFT Centre, providing front desk support, and performing other tasks related to the Centre's daily operations.
- Welcoming and interacting with visitors, providing information about the coworking days, events, and responding to general inquiries.
- Assisting the Events Coordinator in organizing, hosting, promoting, and documenting SHIFT events, workshops, tours, presentations, and other events.
- Managing SHIFT Space internal calendar, keeping event requests and room reservations up to date.
- Keeping track of event registration and attendance figures.

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Requirements

- 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: English and French, spoken and written
- General ease with various social media platforms (Instagram, Facebook)

Assets

- Familiarity with SHIFT and an understanding of social justice concepts such as intersectionality, anti-oppression, harm reduction, and transformative change
- Comfortable asking for help when required
- Comfortable speaking in public and animating events
- Visually creative

Hours: 15 hours/week

The work schedule will be determined in collaboration with the successful candidate. The majority of work hours will be during the SHIFT Centre's opening hours, weekdays from 9 a.m. to 5 p.m. In addition, candidates must be flexible to work on evenings and weekends, to accommodate special events (to be scheduled with at least 3 weeks notice).

Remuneration: \$16,25 - \$21/hour

Application deadline: Sunday, January 15, 2023

- Interviews will take place from January 18 to 20, 2023
- Anticipated start date: Wednesday, February 1, 2023

To apply: Send resume and cover letter to emma.harake@concordia.ca (email subject: "Events and Operations Assistant")

Students must be eligible for the work-study program to be considered. This role will mostly be conducted in-person at Concordia's downtown campus (LB 145).

We thank all applicants for their interest, only selected candidates for interviews will be contacted.