

Canadians for Justice and Peace in the Middle East

Empowering Canadians of all backgrounds to promote Justice, Development and Peace in the Middle East, and here at home in Canada



Internship: Marketing and Communications Coordinator

Organization:	Canadians for Justice and Peace in the Middle East	Location:	Montreal, QC
Status:	Part time, Unpaid	Job Category:	Communications
Occupations:	Marketing and communications	Relevant Work Experience:	n/a
Duration:	14 weeks (May 13th – Aug. 16th, 2019)	Education Level:	University degree in progress, with preference for marketing, communications, international relations, political science or related
Career Level:	Entry-level (Non-Management)	Schedule:	Daytime hours, flexible but fixed schedule (20 hrs/wk)
Industry:	Non-profit sector		

Job Description

The Marketing and Communications Coordinator will implement CJPME's strategies to engage and grow its diverse communities of friends, followers, and donors. As a function of the intern's skills and interests, this role could involve many diverse tasks, including mass communications, email marketing, social media, graphic design, and marketing. In particular the successful candidate will,

- Help develop compelling campaigns integrating both customer-facing and "back office" elements;
- Nurture and enhance CJPME's social media presence on multiple platforms;
- Implement communications campaigns, using email, social media, and other mechanisms;
- Help create text content and graphic elements integral to campaigns;
- Help fine-tune CJPME's marketing and communications strategies to maximize effectiveness under evolving marketing and social media environments;
- Oversee the day-to-day management of CJPME's social media presence, monitor the exchanges on the CJPME's social media platforms and respond rapidly to developments;

Qualifications

- University student (undergrad or grad), with a preference for students in the following areas: marketing, communications, international relations, political science or related
- Experience with mass marketing, communications, or graphics tools
- Experience with social media platforms, practices and strategies
- Excellent knowledge of computer platforms and technologies
- Great attention to detail
- Customer relations focused – personable; excellent communication skills
- Friendly, works well with all types of people and all demographics, positive attitude
- Familiarity with people, history and dynamics of Middle East
- Bilingualism, English and French spoken and written, is a huge asset

Application Procedure:

Interested applicant must email their resumes along with a cover letter to internships@cjpme.org before **Sunday, April 7th, 2019 (11:59 p.m.)**