



**L'ASSOCIATION JAMAÏCAINE DE MONTREAL INC.
JAMAICA ASSOCIATION OF MONTREAL INC.**

4065 JEAN-TALON OUEST, MONTREAL, QC H4P 1W6 TEL: 514.737.8229 FAX: 514.737.4861

Special Services Coordinator

This position is funded by the Canada Summer Jobs Program

(Required age between 15 – 30 years)

Job Offer

We are looking for a Special Services Coordinator who will assist our Coordinator of Services in the administration of the various programs including the Food Bank, the Adult Basic Education and other programs and services. The Special Services Coordinator will assist in planning and streamlining current methods as well as brainstorming areas to expand.

Responsibilities

Reporting to the Coordinator of Services, the Special Services Coordinator will work collaboratively with staff and board members to:

- Provide administrative and front-line services to clients and community members;
- Learn and assist with the administrative duties required in running a non-profit organization;
- Work closely with the Coordinator of Services to develop protocols, policies, and programs to better serve our clients.

Qualifications

Our Special Services Coordinator must:

- Pursuing an education in public administration, office administration, or social sciences;
- Sound analytical thinking, planning, prioritization, and execution skills;
- Able to communicate effectively both verbally and in writing in English, French an asset;
- Knowledge of Microsoft Office and Google Suites;
- Attention to detail, reliable, autonomous, and highly motivated;
- Punctual and have a good work ethic.

The Jamaica Association is highly committed to Employment Equity and encourages all qualified applicants.

Works hours: 35 hours / per week

Hourly pay: \$13.25/ hour

Duration: 8 weeks

Start date: July 15 – Sept. 13, 2019

The Jamaica Association of Montreal Inc. is committed to the social, political, economic, educational, and cultural integration of the Jamaican Community and, by extension, the Black Community within Montreal, and the Province of Quebec. Our organization is involved in assessing the needs of the community and providing services through either a referral system or direct access.

Send all cover letters and resumes to **Sharon Nelson** at secretary@jam-montreal.com, by **July 6, 2019, 7 pm.**

Phone: 514-737-8229 * Email: Info@jam-montreal.com

[Website: www.jam-montreal.com](http://www.jam-montreal.com) * [Facebook: www.facebook.com/jammontreal](https://www.facebook.com/jammontreal)