

## 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: Social Media Coordinator – CJPME Head Office

<b>Organization:</b>	Canadians for Justice and Peace in the Middle East	<b>Location:</b>	Montreal, QC
<b>Status:</b>	Part time, Unpaid	<b>Job Category:</b>	Communications
<b>Occupations:</b>	Social Media Research Coordinator	<b>Relevant Work Experience:</b>	n/a
<b>Duration:</b>	14 weeks (May 11 <sup>th</sup> – Aug. 14 <sup>th</sup> , 2015)	<b>Education Level:</b>	University degree in progress, with preference for marketing, communications, international relations, political science or related
<b>Career Level:</b>	Entry-level (Non-Management)	<b>Schedule:</b>	Daytime hours, flexible but fixed schedule (20 hrs/wk)
<b>Industry:</b>	Non-profit sector		

#### Job Description

The Social Media Coordinator will implement CJPME's strategies to engage and grow its diverse communities of current and prospective friends, followers, and donors. In particular,

- Manage CJPME's presence through social media such as Facebook and Twitter;
- Serve as the day-to-day liaison on social media and troubleshoot issues as they arise; monitor the exchanges on the CJPME's social media platforms and respond rapidly to comments and questions;
- Stay current on topics important to the CJPME's work in order to share new information with the social media community;
- Participate in developing strategies to utilize social media to promote CJPME campaigns, events, and overall work;
- Provide regular feedback and insights on social marketing trends and performance.

#### 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 organizational social media practices and strategies
- Excellent understanding of social media platforms and best practices
- Excellent knowledge of computer platforms and technologies
- Very active in social media personally
- Great attention to detail
- Customer relations focused – personable; excellent communication skills
- Friendly, works well with all types of people and all demographics, positive attitude
- Self-starter with demonstrated ability to work effectively and independently with appropriate guidance from others
- 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@cjpmc.org](mailto:internships@cjpmc.org) before **Tuesday, March 31<sup>st</sup>, 2015 (midnight)**.