

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

Organization:	Canadians for Justice and Peace in the Middle East	Location:	Montreal, QC
Status:	Part time, Unpaid	Job Category:	Communications
Occupations:	Social Media Research Coordinator	Relevant Work Experience:	n/a
Duration:	14 weeks (Jan. 12 th – Apr. 17 th)	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 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 before **Sunday, November 30th (midnight)**.