



COMMUNICATIONS ASSISTANT

The Organization

Welcome Hall Mission is a non-denominational, Christian humanitarian organization that has been serving Montreal's needy since 1892. This organization is in full expansion, with a dynamic team.

The Position

Reporting to the Communications Coordinators, the Communications Assistant will support the marketing and communications initiatives of the department. This includes creating Power Points presentations, writing and updating the web site, work closely with graphic artists and printing companies, as well as providing support in the planning and execution of the various events of the Mission.

The Candidates

The candidate should be bilingual, with excellent written English and French skills, and have extensive knowledge of the Microsoft Office Suite, social media and the web. Excellent organizational and interpersonal skills are also required. The candidate should be autonomous and also work well in a team environment.

Salary

This is a full-time position, 37.5 hours/week. Please include your salary expectations in your application.

Application

Interested candidates may submit a letter of application (via e-mail, mail or fax), along with their resume to the address shown below.

Welcome Hall Mission
606, De Courcelle Street, Montreal, QC H4C 3L5
Tel.: 514- 523-5288 • Fax: 514- 906-0767
Email: CV@missionba.com • Web site: www.missionbonaccueil.com

Please do not call. Only the candidates that are considered will be contacted.