



2075 Plessis, Montréal H2L 2Y4 514 529 9462 info@accmontreal.org www.accmontreal.org

Job Posting: Administrative & Volunteer Coordinator (30 hours/week)

*We encourage people living with HIV or hepatitis C to apply for this position.
The same goes for queer, trans, black, indigenous & people of colour. We get you.*

AIDS Community Care Montreal is looking for an Administrative & Volunteer (A&V) Coordinator to join our team! Reporting to the Executive Director, the A&V Coordinator oversees ACCM's administrative duties and volunteer initiatives, including:

- Volunteer/intern recruitment & member engagement;
- Volunteer training & orientation;
- Administrative oversight of purchase orders, expenses & office needs;
- Administrative maintenance of digital and physical office records.

Our ideal teammate:

- Has a strong interest in harm reduction, sexual health, anti-oppression, food security, and community building. You want to help ACCM succeed in our work;
- Can demonstrate solid time management, organization, initiative and attention to detail;
- Is patient, non-judgemental, can solve problems & is never afraid to ask for help;
- Is multilingual, at minimum fluent in English & in French, both spoken & written;
- Is fun & kind! You're a dynamic team player who will bring energy to our organization.

Most importantly, we are looking for someone who wants to gain experience in community building, office management, and sexual health. Through this form you can upload your CV and tell us about your interests in working for non-profits and community organizations: www.goo.gl/m9zBAW. Please note that **no cover letter** is required but **two references** will be requested in this online form.

We look forward to hearing from you by **May 7th, 2018**, though applications will be considered as they come in and interviews may be held prior to this date. This position pays between \$16 and \$17 per hour, depending on experience. The deserving candidate will begin training on the week of May 14th, 2018 and take over the position as of the week of May 21st, 2018.

For any inquiries email the Executive Director at ed@accmontreal.org