



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

Two summer student positions at ACCM! Communications Assistant and Development Assistant (nine weeks, three days per 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 hiring two summer students for a nine week contract, totalling 28 days of work at minimum wage. Both positions are open to full time returning students:

Our Communications Assistant will:

- Work with ACCM's Communications Coordinator to promote organizational activities, events, services, and programming;
- Work with the Communications Coordinator to develop and schedule content for social media, including Facebook, Instagram, Twitter, etc.;
- Support the Communications Coordinator in the creation and design of communications materials;
- Assist the Communications Coordinator in expanding database for email marketing and fundraising;
- Research and Develop content for Kontak MSM Programming website redesign.

Our Development Assistant will:

- Work with our Projects Coordinator to build partnerships with student groups, local businesses, and community groups working in the area of food security;
- Enhance ACCM's member-focused food programs, including our Buyers Club, Dinner and Discussion series, and Emergency Pantry;
- Assist in the coordination of Pride related fundraisers;
- Research grants and funding for member activities, particularly the ever popular Camp Positive.

Our ideal teammates:

- Have strong interests in harm reduction, sexual health, anti-oppression, and community building. You want to help ACCM succeed in our work;
- Can demonstrate solid time management, organization, initiative and attention to detail;
- Are patient, non-judgemental, problem solvers that are never afraid to ask for help!
- Are multilingual, at minimum fluent in English and French, both spoken and written;
- Are fun & kind! You're dynamic team players who will bring energy to our organization.

Most importantly, we are looking for people who want to gain experience in community work, fundraising, project management, and sexual health. Though both positions are short-term, we promise you mentorship, opportunity, and inclusion within our fantastic team. Upload your CV and tell us about your interest in working with ACCM: <https://goo.gl/forms/QFz6y1K1stTOEw942>. Please note that **no cover letter** is required for this application process but **proof of full-time student status** will be requested in this online form.



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We look forward to hearing from you by **May 24th, 2018**. Only successful applicants will be contacted for interview. This position is a short term contract for a total of 210 hours at \$12 per hour. Our offices are generally open 10 am to 6 pm, Monday through Thursday, but we are flexible in our work hours.