



JOB OFFER
OFFICE ASSISTANT
PERMANENT PART TIME - CHATEAUGUAY OFFICE

The Montréal West Community Network (MWCN) is a non-profit organization dedicated to enhancing access to services in English for the English-speaking community of Montréal West.

MWCN is currently seeking an Office Assistant to join our team at the Chateauguay Office. This role primarily involves providing support to the Executive Assistant and contributing to smooth office operations.

Job Responsibilities

As the Office Assistant, your primary duties will include:

- Assisting the Executive Assistant with day-to-day tasks.
- Updating and maintaining databases and organizational documents.
- Supporting membership and volunteer management tasks.
- Handling correspondence, including opening mail and managing emails.
- Assisting in preparing funding applications.
- Performing reception duties and welcoming visitors.
- Helping plan and prepare for activities and events.
- Coordinating tasks related to various MWCN programs.
- Executing other administrative tasks as needed.

Ideal Candidate

- The successful candidate will possess the following qualifications:
- Experience or education in administration or a related field is an asset.
- Strong organizational and multitasking skills.
- Proficiency in using office software and databases.
- Excellent communication and interpersonal skills.
- Bilingual (English and French).
- Ability to work both independently and as part of a team.

Job Details

- Type: Permanent part-time, 16 hours per week, spread across 2 days between Monday and Thursday.
- Salary: \$22.00-\$24.00 per hour, based on experience.
- Availability: Occasional evening and weekend meetings or events.
- Travel: Occasional travel required, including a multi day overnight retreat and annual conference.
- Location: Primarily at the Chateauguay office, with occasional work in other MWCN offices. Access to a car is essential.

If you're passionate about designing and delivering impactful special projects that benefit the English-speaking community, please forward your curriculum vitae to info@mwcn.ca.

*Job start date is ASAP.