

JOIN OUR TEAM

POSITION	Archive Assistant
TERM	Full-time (5 days/week); Temporary position (8 weeks); 15\$/h; Home based, with visits to storage location as needed (Montreal)
START DATE	December 14th, 2020

ABOUT CWY-JCM

Founded in 1971, CWY-JCM is an international nonprofit organization dedicated to the empowerment of young people. CWY-JCM collaborates with partners in Canada and around the world to create transformative learning experiences focused on building knowledge and leadership skills through participation in sustainable community-driven projects.

POSITION OVERVIEW

Under the supervision of the Executive Assistant, the Archive Assistant provides research and administrative support to a wide range of administrative services including research and logistics. The Archive Assistant will support the team in relation to the organization's mission and strategic objectives.

RESPONSIBILITIES

In keeping with Canada World Youth's policies,

- Conduct triage of Canada World Youth's archives;
- Organize an archiving system;
- Contribute to the proper preservation of Canada World Youth's archives;
- Write memos, guides and protocols to ensure the continued implementation of CWY's archiving system;
- Create an electronic file management system and protocol;
- Perform selected archiving research duties (best available storage methods, best practices, etc);
- Carry out their duties with discretion and confidentiality;
- Coordinate administrative support services as well as clerical functions;
- Provide administrative and logistical support for activities related to the programs & archiving;
- Ensure timely and adequate follow up when issues are brought up;
- Related tasks, as requested by their supervisor.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Some post-secondary education in a relevant field
- Work-related experience

WORK AREA KNOWLEDGE AND SKILLS

- Highly proficient in the use of the main office software (Word, Excel, Outlook, Power Point, Web);
- Experience with social media (Facebook, Twitter and others)
- Excellent organizational abilities, priority management and multi-tasking;
- Excellent knowledge of both official languages is an asset (English and French spoken and written)
- Experience working in International Cooperation is an asset
- Knowledge of physical storage conditions and needs is an asset

INTERPERSONAL SKILLS AND APTITUDES

- Ability to demonstrate exceptional judgment;
- Flexibility, adaptability, ability to work under pressure and respond quickly to unexpected requests and manage a range of new issues and activities
- meeting tight deadlines;
- Ability to manage competing priorities;
- Initiative as well as the ability to be proactive and efficient in all aspect of their duties;
- Ability to work in a team;
- Ability to handle stress adaptability to change;
- Be reliable and demonstrate tact and discretion.

TO APPLY

Your resume must be received by [5PM \(Eastern time\), November 27th, 2020](#) via email at: jmichel@cwj-jcm.org. In the object of your email, you need to indicate the job title: Archive Assistant

Canada World Youth is committed to equity in employment and diversity.

This posting represents an opportunity to realize our focus on increasing the presence of underrepresented groups in the organization, such as Indigenous peoples, visible and ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to the success of a diverse workforce.

We would like to thank in advance all the candidates for their interest in Canada World Youth.
Please note that only candidates invited to an interview will be contacted.