

Administrative Support Positions

Save Darfur Canada (SDC) is a not-for-profit national coalition of organizations advocating for the Canadian government to play a greater role in ending the crisis in Darfur, Sudan.

Our operating model distributes responsibility and leadership among a dynamic and always evolving team. The success of SDC depends in large part on the hard work and enthusiasm of interns and coordinators who are often un-paid. New interns will have the opportunity to take on increasingly greater leadership and responsibility within the organization.

In addition to the more specific internship positions for which we are recruiting, SDC is seeking individuals who are interested in helping out with a variety of administrative tasks. Administrative support is crucial to timely, organized, and efficient action necessary for the success of SDC's campaigns.

Application deadline: These positions are available according to space and need in the SDC office.

Start and end dates: Begin immediately; position length varies

Hourly commitment: A minimum of 3 hours per week; ideally 4-6 hours per week

Location: SDC office in Montréal

Remuneration: Volunteer positions (Please note these positions can be treated as internships for school credit if approved by the institution attended.)

Main responsibilities

- Performing a variety of office tasks
- Helping other members of the SDC team on certain projects

Qualifications

- Experience with data entry and document layout and design
- Good knowledge of Microsoft Word and Excel
- Good organizational skills
- Attention to detail
- Ability to keep track of and prioritize multiple tasks
- Ability to work independently with limited supervision
- Knowledge of Microsoft Publisher, InDesign, Adobe Photoshop, or Dreamweaver is an asset but is not required

Applicants should e-mail a completed [Volunteer Information Form](#) to John, Internship Coordinator at john@sdcanada.org. You will receive a response within two weeks of submitting your application package.

If you are not available to volunteer now but are interested in joining the SDC team after the summer months, please feel free to submit an application package (consisting of a cover letter, resume, and completed [Volunteer Information Form](#)), and we will process your application for a position beginning at a later date.