



Operations Officer – Administration

Job details

- Location: Montreal, QC
- Salary: 20.00 hourly / 35 hours per week
- Languages: English, French, and Arabic
- Terms of employment: Seasonal employment Full time
- Start date: Starts as soon as **28/04/2025**
- Vacancies: 1 vacancy

Job Responsibilities :

1- Operations Management:

- a. Implementing the daily workflow of projects and programs.
- b. Following up on deadlines and delivering assigned tasks on time.
- c. Coordinating participation in conferences and events in the region.
- d. Preparing flyers and coordinating their distribution to donors at events

2- Coordinating projects

- a. Presenting projects to auxiliary bodies to sponsor the organization's projects
- b. Organizing tasks and distributing them to the volunteer team
- c. Data entry and preparing project reports

Who can apply to this job?

The Government of Canada funded this job through the Canada Summer Jobs program. [Learn more about the program.](#)

To apply for this job, you must:

- Be aged between 18 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN)
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

Notes : International students and other temporary residents of Canada are not eligible.