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## JOB OFFER

### Communication/graphic person

The Centre Famille & Ressource is a non-profit organization that mainly serves the Montreal's West Island population. Our mission is to support and strengthen families with children experiencing learning and/or behavior problems by offering individual and group support to the children and their parents.

Through the Youth Canada Summer Jobs grant, we are looking for someone who can help us give a face-lift to our marketing tools and media presence. The person would also help in improving and streamlining our fundraising documentation.

#### Responsibilities:

- Redo our communication tools like our brochures
- Revamp our website and Facebook page
- Prepare PowerPoint presentations in both languages for schools and professionals
- Modernize our documentation for funding proposals
- Attend team meetings.
- Assist in humanizing and streamlining our application processes for families

#### Required:

- **MUST BE PERFECTLY BILINGUAL**
- Must be between 18 and 30 years of age (as per grant definitions)
- Vehicle preferred
- Preference will be shown if studying in a related field
- Empathy, flexibility; sensitivity; organizational skills; good communication skills (spoken and written)
- Understanding of, and interest in working within a community model
- Ability to work alone and in a team

#### Work conditions:

- Starting Mid-May for 8-10 weeks
- 30 hours per week
- Salary: \$20 per hour

#### References necessary

Send your cv by email to [info@centrefamille.com](mailto:info@centrefamille.com)