

## PlanIt Consulting & Communications

P.O. Box 222, Kahnawake J0L 1B0

514-754-2028

<b>Job Title:</b>	Junior Project Assistant	<b>Job Category:</b>	Administration
<b>Level/Salary Range:</b>	\$20-\$22 hourly	<b>Position Type:</b>	Full time - Summer
<b>HR Contact:</b>	Melissa Jean Deer	<b>Date posted:</b>	NA
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	NA
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> <a href="mailto:info@planitkahnawake.ca">info@planitkahnawake.ca</a> Subject Line: Application, Junior Project Assistant  <b>Attention:</b> Maris Jacobs		<b>MAIL:</b> Maris Jacobs PlanIt Consulting and Communications P.O. Box 222 Kahnawake, QC J0L 1B0	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of the Junior Project Assistant is to provide research, data collection, and administrative support to community-based projects and organizational initiatives. The role assists with gathering and organizing information, coordinating project activities, and supporting the team to ensure timelines, documentation, and deliverables are completed efficiently and accurately.</p> <ol style="list-style-type: none"> <li>1. Collects, organizes, and manages quantitative and qualitative data to support project planning and reporting</li> <li>2. Conducts research on funding opportunities, community needs, and program development initiatives</li> <li>3. Assists with preparing reports, surveys, and project documentation</li> <li>4. Tracks project activities, deadlines, and deliverables using spreadsheets and tracking templates</li> <li>5. Coordinates calendars, schedules meetings, and assists with logistics for events and activities</li> <li>6. Maintains organized digital and paper filing systems for project records and correspondence</li> <li>7. Assists with communication and outreach activities related to project implementation and evaluation</li> </ol> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>● College diploma or Bachelor’s degree (or in progress) in Political Science, Communications, Social Sciences, or a related field</li> <li>● Experience in research, data collection, and/or administrative support roles</li> </ul> <p><b>PREFERRED SKILLS</b></p> <ul style="list-style-type: none"> <li>● Discretion and trustworthiness: you will often be party to confidential information</li> <li>● Flexibility, adaptability, and the ability to work independently and as part of a team</li> <li>● Good oral and written communication skills</li> <li>● Organizational skills and the ability to multitask</li> <li>● Ability to be proactive and take initiative</li> <li>● Tact and diplomacy</li> <li>● Strong research and analytical skills, with experience in qualitative and quantitative data gathering</li> <li>● Knowledge of Mac OS applications and MS Office 365</li> <li>● Experience assisting with grant writing and reporting processes (an asset)</li> </ul> <p>Additional Notes  <i>Valid driver’s license and automobile.</i></p>			
<b>Reviewed By:</b>		<b>Date:</b>	Click here to enter a date.
<b>Approved By:</b>		<b>Date:</b>	Click here to enter a date.
<b>Last Updated By:</b>		<b>Date/Time:</b>	