

Position Available: Assistant to the Director, Montreal Institute for Genocide and Human Rights Studies, Concordia University, six month contract, starting 4 June 2012

The Montreal Institute for Genocide and Human Rights Studies (MIGS) develops and manages major research programs focused on the prevention and prosecution of genocide and other crimes against humanity. It also aims to sensitize community, media and government leaders about genocide and fosters a cooperative international network of institutes engaged in research aimed at protecting potential victims.

Specific responsibilities will include the following:

- Reporting to the Director;
- Creating monthly financial reports;
- Arranging payment of incoming invoices, general accounting, and bookkeeping;
- Handling general office administration, liaising with departments at Concordia University and maintaining office supplies;
- Supporting research staff and interns as required;
- Coordinating over 10 interns on a project that monitors domestic media in countries at risk of crimes against humanity;
- Updating the institute's website daily;
- Actively updating social media platforms with articles, reports and information about the activities of the institute or related news;
- Assist in researching, drafting and proof-reading articles, briefings, press releases, op-eds, grant proposals, etc.;
- Organizing logistics for monthly workshops, occasional public lectures, receptions and conferences.

The following skills, experience and qualifications are required:

- Relevant work experience in office administration;
- Complete fluency in English and working knowledge of French;
- Excellent writing with experience in research, writing and editing;
- Demonstrated computer proficiency, especially mastery of Microsoft Word, Excel, PowerPoint, Publisher or Adobe Suite;
- Comfortable using email, social media platforms like Twitter and Facebook, searching the web, and posting and revising text and news announcements on the MIGS web site (<http://migs.concordia.ca>)
- Strong interpersonal skills;
- Excellent time management skills;
- Innovative, flexible, dynamic, fast learner, willing to learn new skills in order to finish a certain task;
- Dedication to human rights issues and the prevention of genocide, crimes against humanity, and other mass atrocity crimes

Hourly rate: \$16.50

Full-time (35 hours per week); beginning on a 6 month contract

Interested parties should send a CV, cover letter and writing sample to abuskie@alcor.concordia.ca **before April 6, 2012.**