**UNJPPI – UNITED NETWORK FOR JUSTICE AND PEACE IN PALESTINE AND ISRAEL**

**PART-TIME CONTRACT - ADMINISTRATIVE ASSISTANT – JOB DESCRIPTION**

UNJPPI is a national network of people working through education and advocacy toward the goal of a just peace in Palestine and Israel by calling for an end to the illegal Israeli occupation of Palestine and equal rights for all who live in Palestine/Israel. Further information is available at [www.unjppi.org](http://www.unjppi.org)

**ABOUT THE POSITION:**

UNJPPI is seeking an administrative assistant who will provide support to the national coordinating committee. The position will report to the chair/co-chairs of the coordinating committee.

**RESPONSIBILITIES:**

1. Provide administrative support to ensure that co-chairs and coordinating committee are able to function in an effective, up to date and accurate manner
2. Prepare correspondence, minutes and other documents as required.
3. Take minutes at meetings. Distribute minutes. Maintain files of minutes and other documents.
4. Schedule coordinating committee meetings (up to nine per year). Prepare and circulate agenda in collaboration with the chair/co-chairs.
5. Circulate documents as required. Prepare documents to send to web site coordinator.
6. Assist with the preparation of agenda and documents for the annual national conference.
7. Attend annual national conference.

**QUALIFICATIONS:**

* Business diploma or equivalent with two years’ experience as an administrative assistant.
* Proven ability to communicate in an effective and timely manner with diverse participants in an organization.
* Demonstrated ability to prepare written minutes, letters and other documents with accuracy.
* Excellent organizational skills.
* Experience with internet tools such a Doddle, Survey Monkey, etc.
* Experience with Microsoft Office.
* Commitment to peace with justice.
* Some background in Palestinian human rights would be an asset but is not necessary.

Location of position: anywhere in Canada

Salary: $20.00 per hour, approximately 10 hours per month, may vary from month to month

To apply, please send your resume to Steve Berube at: srjberube@gmail.com before March 1, 2018.