

# Administrative Support Positions

*The Darfur/Sudan Peace Network (DSPN) is a not-for-profit national coalition of organizations advocating for the Canadian government to play a greater role in ending the crisis in Darfur, Sudan.*

*Our operating model distributes responsibility and leadership among a dynamic and always evolving team. The success of the DSPN depends in large part on the hard work and enthusiasm of interns and coordinators who are often un-paid. New interns will have the opportunity to take on increasingly greater leadership and responsibility within the organization.*

In addition to the more specific internship positions for which we are recruiting, the DSPN is seeking individuals who are interested in helping out with a variety of administrative tasks. Administrative support is crucial to timely, organized, and efficient action necessary for the success of the DSPN's campaigns.

**Application deadline:** These positions are available according to space and need in the DSPN office.

**Start and end dates:** Begin immediately; position length varies

**Hourly commitment:** A minimum of 3 hours per week; ideally 4-6 hours per week

**Location:** DSPN office in Montréal

**Remuneration:** Volunteer positions (Please note these positions can be treated as internships for school credit if approved by the institution attended.)

## **Main responsibilities**

- Performing a variety of office tasks
- Helping other members of the DSPN team on certain projects

## **Qualifications**

- Experience with data entry and document layout and design
- Good knowledge of Microsoft Word and Excel
- Good organizational skills
- Attention to detail
- Ability to keep track of and prioritize multiple tasks
- Ability to work independently with limited supervision
- Knowledge of Microsoft Publisher, InDesign, Adobe Photoshop, or Dreamweaver is an asset but is not required

Applicants should e-mail a completed [Volunteer Information Form](#) to [interns@sudan.peacenetWORK.ca](mailto:interns@sudan.peacenetWORK.ca). You will receive a response within two weeks of submitting your application package.

If you are not available to volunteer at this time but are interested in joining the DSPN team at a later date, please feel free to submit a completed [Volunteer Information Form](#) which we will look over and keep it on file.