



Recruitment Notice No. 001-2018

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COLOMBIRAN Social Enterprise Inc. is currently looking to recruit a competent *Administrative Assistant; Project Support*, to open up new social developmental projects across Ottawa/Canada.

Language of work

This position needs excellent and proven English Communication skills (writing/speaking/reading, with emphasis on ability to write concise, effective, and formal administrative emails. To know Persian (oral communication) is a bonus, but not necessary. Knowing any other language beside English is an advantage for this position (long term) but not necessary.

Time Commitment, Title, Nature of the Work, Gender of Applicant

The work is flexible and limited hours per week/month at your own pace from your home. The work will be carried and monitored electronically under close support, guidance, and performance measurement of the Project Manager.

The particular project(s) under planning are related to Status Women Canada. As such this position is currently only open to female applicants.

The successful candidate will be assigned the above mentioned organizational title (i.e. *Administrative Assistant – Project Support*) and she is expected to establish written and oral contacts (inquiry and follow ups)

There are no sales, or cold calls or cold marketing emails involved in this project. The successful candidate will be primarily in touch (emails and telephone follow ups) with government departments, agencies, organizations and the like, and some of their stakeholders in private sector.

On average 3 to 5 hours work time (research in Internet and contacts/follow ups) per week is required for the beginning. This may increase over time upon growth of projects or opening of similar and parallel projects. However the associate recruited for existing project(s) do not need necessarily to commit to new projects.

Rewards; Grow with us!

The position is volunteer base, with possibility of earning formal (official) letter of volunteer work experience at the end of collaboration, or upon need of the associate. The financial compensation (reasonable and proportional) of the selected associate is a possibility, but only upon (most likely) successful funding of the project.

Upon demonstrating satisfactory performance, the successful associate may have opportunity to stay and grow within the project(s), move up to the position of "Project Manager", "Project Leader", and more, including new roles and responsibilities across the organization, up to joining (by appointment) to the Board of Directors (volunteer, but extendable and compensable position), wherever applicable. COLOMBIRAN is a private entity registered in Canada federally. As such it follows its own internal recruitment and hiring process. Appointment to the board depends on individual's performance and proven abilities, and not to the process of General Assembly voting or organizational membership.

Asset Qualifications:

- 1: Financial Administration, Budgeting, Book keeping, Tracking, and Reporting
- 2: Knowledge of Canadian governments and their departments at federal and provincial Level, with the emphasis on their funding programs available to organizations, non-profits, and social enterprises without commercial gain.
- 3: Strong public relations and active or experienced in Social Media or social advocacy activities, or having earlier collaboration with non-profit organizations in Canada
- 4: Knowledge (working level) in any of French, Spanish, Persian, Arabic, and Chinese languages.

Deadline to apply

While we respect all interested applicants, due to lack of staff, only selected candidates may be contacted. Interested and qualified applicants are invited to submit their resume to info@colombiran.ca no later than March 31st, 2018. Please share this opportunity within circle of your friends and networks, especially among women groups of your community.

TOGETHER, WE ARE BIGGER AND STRONGER!

