



Part Time Position for an Assistant

endMS National Training Program

The endMS National Training Program (NTP) is an initiative of the Multiple Sclerosis Society of Canada. The goals of the NTP are to enhance knowledge and skills relevant to Multiple Sclerosis (MS) research, foster opportunities to conduct MS research in Canada and increase the intent amongst trainees to pursue MS research for the long term. The program has two components: the endMS Summer School and an endMS Scholar Program for Researchers IN Training (endMS SPRINT). **Dr. Christina Wolfson** is the Director of the National Training Program.

JOB SUMMARY:

We are seeking an individual to assist the Program Manager of the endMS National Training Program with logistical planning for the annual endMS Summer School (held in June) and assistance for the endMS Scholar Program for Researchers in Training (SPRINT).

GENERAL DUTIES:

- Assisting with event planning logistics including creating, compiling and updating registration lists, rooming lists, presenter bios, preparing mail merges, etc.
- Drafting meeting notes and action items, formatting and proofreading documents
- Verifying invoices and expense reimbursement claims
- Assisting with general office duties (data entry, photocopying, filing, etc.)

REQUIREMENTS:

- Possess a high attention to detail and accuracy
- Excellent organizational skills
- Excellent interpersonal skills
- Strong communication skills
- Flexibility and adaptability
- Proficiency with MS-Office Excel and Word
- Ability to use Survey Monkey and PowerPoint – an asset
- Experience working in an office or assisting with event planning – an asset
- Language: English – essential; French – an asset
- Knowledge of the academic-research community – an asset

Salary: According to experience

Status: Part-Time

Work Shift: Daytime, approximately 5 to 7 hours per week (flexibility with the day of the week and hours).

Location: Research Institute of the McGill University Health Centre, Montreal

Please submit your CV and cover letter to Ms. Anik Schoenfeldt, endMS Program Manager (anik.schoenfeldt@mail.mcgill.ca) by Wednesday, January 31, 2018.

We thank everyone who applies but only those invited for an interview will be contacted.