



**Application deadline:** 2024-12-01  
**Tentative interview week:** 2023-12-09  
**Tentative training week:** 2025-01-13  
**Tentative Start Date:** 2024-01-13  
**Tentative End Date:** 2024-05-02

## Green Ambassador & Accounting Assistant

**Type of position:** Part-time, mostly in-person work

**Structure:** 6-12 hours/ week, average 7.5 hours/week

**Total hours:** 120 hours

**Compensation:** \$2,500, paid over two instalments, one mid-semester and one at the end

### Description and Responsibilities:

The responsibilities in this internship are twofold: 1) A green ambassador (GA, primary role), and 2) an *enuf* accounting assistant (secondary role during GA downtime).

1) A Green Ambassador (GA, 80-90%) is the primary person to be called on to conduct the activities of *enuf* as follows:

- Participate in events by client organizations. The GA will be assigned in teams to events in the area of greater Montreal where food and/or drink is served to help inform the community how to sort their waste properly at waste stations. The GA will:
  - Stand next to waste stations and help participants learn how to sort their waste.
  - Help event organizers by being adaptive and exercising good problem-solving skills to deal with surprises.
  - Possibly deliver untouched surplus food to our community fridges. This may involve driving our company car, or personal car (gas will be reimbursed in this case).
- Participate in events organized by *enuf*:
  - This includes setting up tables, serving food, cleaning up, and educating the Concordia community on waste sorting during events such as Bring Your Own Mug events.
- Support the team in conducting waste audits.

2) An *enuf* accounting assistant (10-20%) is a person who supports the CFO with accounting and financial activities:

- Generates invoices.
- Processes payroll.
- Book keeping in Quickbooks.
- Produces monthly financial reports for *enuf*'s shareholders' meetings.
- Produces quarterly financial statements.
- Ensures full and timely compliance with all tax obligations.
- Supports the CFO and CEO with other financial tasks as and when needed.





**Important flags:**

- Green brigade work involves standing throughout long shifts that can take place during atypical hours (evenings, weekends, early mornings, etc).
- Some of the events we go to (e.g. festivals) are outside and involve unpredictable weather.
- Only interns who do more than 65% of their hours as green brigades will be considered for renewal.
- Interns are required to provide at least 3 half days a week where they can be directly assigned brigade shifts (one week notice).

**Essential Requirements:**

- Fluency in English and French.
- Experience with Bookkeeping
- Must be a university student in an accounting program.
- Valid driver's license.
- Customer service experience.
- Physically comfortable with standing for long periods of time.
- Comfort with being publicly visible (e.g. in our social media and picture campaigns).

**Assets:**

- Multilingual (beyond the required English and French).
- Knowledge of waste management and the composting processes.

**enuf** is committed to fostering an inclusive, equitable, and accessible workplace where all team members are valued, respected, and supported.

We welcome and encourage applications from all qualified individuals, regardless of race, ethnicity, colour, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, or any other characteristic protected by law.

**Please apply via this form (<https://forms.gle/dEHeFf6YGgsvEDzi6>), where you will be asked to upload a CV and a cover letter.**

**Important notes:**

- All applicants must review general information applicable to everyone working at **enuf** available on our careers page: [enufCanada.ca/Careers](https://enufCanada.ca/Careers).
- Due to the high volume of applications, only selected candidates will be contacted.

**Supervisors:**

Ribal Abi Raad (CFO) & Keroles Riad (CEO & CCO)

