



Intern - Events Coordinator

Would you like to make a difference in the lives of people living with Amyotrophic Lateral Sclerosis (ALS) and their families? Do you want to be inspired by their courage and resilience? Do you possess leadership skills and excellent interpersonal relations? Join our team! The ALS Society of Quebec is currently seeking an **Intern - Events Coordinator**.

Position Summary

Under the supervision of the Fundraising Events Manager, the intern will actively participate in organizing and coordinating our fundraising events (ALS Walk Quebec, ALS Quebec RIDE) as well as community-led initiatives.

Your main responsibilities will include, but are not limited to:

- Assisting with the logistical organization of Summer 2026 events by supporting human and material resource management, and following up with suppliers and sponsors;
- Designing and planning events in collaboration with the Events Manager;
- Coordinating logistics;
- Identifying and soliciting sponsors for our events;
- Ensuring smooth coordination among various stakeholders (internal team, partners, service providers);
- Performing other related duties.

Requirements and Skills

- Holding or currently pursuing a college or university degree in communications, philanthropic management, event planning, or a field deemed relevant to this position;
- Strong verbal and written communication skills in both French and English;
- Strong planning and organizational skills;
- Autonomy and proactivity;
- Thoroughness and attention to detail;
- Dynamism and creativity;
- Proficiency in the MS Office suite;
- Experience in the non-profit sector or event planning is considered an asset.

Schedule and Duration

- **Start Date:** June 15
- **Duration:** Must be available until August.
- **Schedule:** Flexible schedule to be determined based on the intern's availability. Our standard working hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.
- **Number of Positions Available:** 1

- **Work Arrangement:** Primarily remote (Work from home). Possibility of working at least one day per week at the office (or more during peak event periods). Our offices are located in Town of Mount Royal (free parking available, near Namur metro station).

At the ALS Society of Quebec, no two internships are alike! Internships are tailored to the skills acquired and goals desired by the students. All it takes is a healthy dose of motivation, autonomy, and dynamism, we will handle supporting you throughout your journey in a stimulating environment.

How to Apply

Does this position interest you? We would love to meet you. Please send your resume along with a cover letter to cv@sla-quebec.ca today. Only selected candidates will be contacted.

About Us

The Amyotrophic Lateral Sclerosis (ALS) Society of Quebec is a non-profit organization dedicated to improving the living conditions of people living with ALS and supporting their family members. Our close collaboration with healthcare network professionals allows us to offer a variety of services and referrals that complement those offered by other organizations. Our diverse services are available to people living with ALS as well as their loved ones. We also work to raise awareness among the general public and government bodies, all while supporting research.

Visit www.sla-quebec.ca for more details about the organization.