

PROGRAMS DIRECTOR

| Permanent, full-time position

THE PIERRE ELLIOTT TRUDEAU FOUNDATION

Is an independent, non-partisan charitable organization created in 2001 to pay tribute to the former prime minister.

The Pierre Elliott Trudeau Foundation's mission is to support the advancement of outstanding, cutting-edge PhD students, researchers and public intellectuals. Our goal is to position the Scholars, Fellows, and Mentors to have meaningful impacts in their communities, institutions and beyond.

WHAT WE ARE LOOKING FOR

Reporting to the President and CEO, the incumbent will play a key role within the organization by helping to promote the Foundation with a view to maintaining and improving its reputation and visibility, while promoting the democratization of knowledge and a strong public presence for the members of its community. The successful candidate will work closely with programs colleagues and the Foundation's partners to develop, implement and evaluate the Foundation's key programs. We are looking for someone with experience in program administration, program development and evaluation, and high-level content creation. We expect the incumbent to be able to contribute to the dissemination of knowledge among members at meetings across Canada and internationally.

RESPONSIBILITIES

Program coordination and supervision

- Work closely with management to develop and implement the Foundation's strategic program plan.
- Develop annual program plans that include measures to evaluate programs success (Scholarships, Fellowships, Mentorships, and Public Interaction Program).
- Coordinate and supervise the selection processes for the Foundation's Scholarship Fellowship and Mentorship programs and provide support to selection committee members in the preparation and conduct of the process.
- Ensure the annual integration process for new members of the community (Scholars, Fellows, and Mentors).
- Cultivate relationships among members of the Foundation community to enrich their work and foster collaboration.
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- Oversee, as needed, the Foundation's events, interdisciplinary projects, and strategies.
- Develop strategies to disseminate the knowledge of our members through the events of the Public Interaction Program ("PIP").

- Develop ideas for various events of the community members; collaborate with the community members to carry out the various stages of preparation of the events in question.
- Support the material to illustrate the four themes of the Foundation as well as other texts of importance for the Foundation and its programs.
- Representing the Foundation at certain community events and as needed.

Supervising staff and participating in teamwork

- Supervise three Programs Officers and a Programs Assistant, and develop work plans for these positions.
- Follow up with Programs Officers regarding all documents related to the programs.
- Support the Programs Officers and Programs Assistant in their professional development and conduct regular annual evaluations.
- Build strong relationships with colleagues at the Foundation in order to work together towards the Foundation's objectives.
- Engage in a spirit of inclusiveness and respect in all Foundation projects.

Other responsibilities

- Work closely with management to develop content for Foundation events.
- Contribute to the Foundation's publications in relation to a representation of the intellectual achievements of the Scholars, Fellows and Mentors.
- Contribute to the production of business plan, annual reports, strategic plans and any other Foundation publication, especially in relation to programs.
- Participate in the realization of special projects, such as communications tools in connection with the programs.
- Advise management on specific issues as needed.
- Monitor the Foundation's performance indicators in terms of programs administration.

REQUIRED SKILLS AND PROFILE

- PhD (preferred) or Master's degree in humanities and Social Sciences or a related discipline.
- At least 10 years of relevant experience in one or more of the following areas: program management, universities, NGOs, government or civil society, or other public organizations or institutions.
- Written and oral bilingualism (English/French).
- Excellent oral and written communication and presentation skills (French and English).
- Excellent knowledge of the Canadian academic, research, social sciences and humanities environment.
- Ability to analyze, evaluate results and demonstrate feedback on planning.
- Ability to build interpersonal relationships with members of the Foundation community.
- Experience and ease in interacting with external audiences, including community members and academia.
- Proactive, self-starter with the ability to work independently and collaboratively in a fast-paced environment.

- Excellent organizational skills combined with an ability to effectively manage pressure and to handle several priority initiatives at once, while meeting deadlines and maintaining the highest standards of quality.
- Team spirit, creativity and a great ability to adapt to change.
- Intellectual curiosity, rigor and openness to considering multiple perspectives.
- Ability to think strategically and to see the big picture.

SPECIFIC WORKING CONDITIONS

- Position based in Montreal, in person.
- Occasional travel within Canada may be required.
- Regular working hours are 35 hours per week, but overtime may be required from time to time.

KNOWLEDGE AND SKILLS REQUIRED

- Bilingualism (French and English), both oral and written.
- Excellent French written skills required.
- Excellent proficiency in the main office software packages (Word, Excel, PowerPoint, Outlook).
- Excellent research, writing and text revision skills.
- Excellent sense of organization, coordination and priority management.
- Excellent project management skills.
- Excellent staff supervision skills.

ADDITIONAL INFORMATION

- The Foundation subscribes to the principle of employment equity. Our staff is our most valuable asset, and our goal is to create an inclusive and equitable environment where everyone can reach their true potential.
- We thank all applicants for their interest in a career with the Pierre Elliott Trudeau Foundation. We will only contact those selected for an interview.