

PROGRAMS OFFICER

| 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

The person holding the position will be responsible for the day-to-day administration of the fellowship and mentorship programs. He or she will be responsible for various tasks in the execution, management, coordination of programs and organization of events in cooperation with the Fellows and Mentors. The person holding the position will work closely with program colleagues and the Foundation's partners to support the day-to-day administration of the Foundation's key programs. We are looking for someone with experience in program administration, development and evaluation.

RESPONSIBILITIES

Program coordination (Fellows/Mentors)

- Respond to requests for information about the programs, handle correspondence and advise various program stakeholders.
- Manage and participate in administrative follow-ups.
- Support program planning and delivery.
- Act as the main point of contact for Fellows and Mentors.
- Develop annual plans for the programs including measures to evaluate the success of the programs.
- Support the selection processes for the Foundation's *fellows* and mentors and support the members of the selection committees in the preparation and conduct of the process.
- Ensure the annual integration process for new members of the community (Fellows, Mentors).
- Cultivate relationships among members of the Foundation community to enrich their work and foster collaboration.
- Oversee, as needed, the Foundation's events, interdisciplinary projects and strategies.
- Represent the Foundation at certain community events and as needed.

Participation in teamwork

- Work closely with programs officers (scholarships and events) ,as well as with other team members.

- Build strong relationships with colleagues 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 Foundation publications that represent the achievements of *fellows* and mentors.
- Contribute to the production of business plans, annual reports, strategic plans and any other Foundation publications, especially those related to programs and community members.
- Contribute to team efforts for events and as needed.
- Participate in the implementation of special projects such as communications tools or any projects related to the programs.

SKILLS AND PROFILE REQUIRED

- Master's degree in humanities and social sciences or a related discipline or a combination of relevant experience.
- Relevant experience of at least 5 years 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, and 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.

CONTENT KNOWLEDGE AND COMPETENCIES

- Bilingualism (French and English) in both oral and written communication.
- Excellent French written skills.
- Excellent proficiency in the main office software packages (Word, Excel, PowerPoint, Outlook).
- Excellent skills in research, writing and revision of texts.
- Excellent sense of organization, coordination and priority management.
- Excellent project management 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 those who have expressed interest in a career with the Pierre Elliott Trudeau Foundation. We will only contact those who have been selected for an interview.