



L'ASSOCIATION JAMAÏCAINE DE MONTREAL INC.
JAMAICA ASSOCIATION OF MONTREAL INC.
4065 JEAN-TALON OUEST, MONTREAL, QC H4P 1W6 TEL: 514.737.8229 FAX: 514.737.4861

JOB TITLE: COORDINATOR OF PROGRAMS & SERVICES

Candidates will receive an email confirmation of receipt upon submitting their application. Only those candidates that have been selected for interviews will be contacted. Please allow one (1) working day from the time you send in your application to receive an email confirmation.

This is a one year contract position (with potential for renewal after staff evaluation)

Deadline to apply: August 19, 2019 by 5 pm

Scope

Reporting to the Executive Board, the incumbent is responsible for the day-to-day administrative activities & running of Programs and certain services for the Jamaica Association of Montreal Inc. The incumbent is responsible for assessing and implementing continuous improvement processes.

Primary Responsibilities

- Oversee the running of daytime administrative activities, and Programs and Services that include the Food Bank. Brilliant Mind Tutorials, the Adult Basic Education Program, and assistance with and preparation of official documents (passports, citizenship, birth certificate, PR cards);
- Collects cash donations for Food Bank, clothing donations;
- Oversees Coordinator of the Au Futur and Foosteps Programs;
- Manages the office staff, volunteers and teachers;
- **Food Bank**
 - Ensures pick up, sorting, and packing of goods;
 - Organizes food bank room and reception of food items;
 - Manages the distribution of food, collection of fees to clients and a confidential log of activities;
 - Manages volunteers.
- **Brilliant Minds Tutorials**
 - Organizes tutorial sessions as needed at the Jamaica Association and in select schools, as required
- **Adult Basic Education Program**
 - Creates and acts on marketing campaigns a minimum one month before the start of the term and during the term to maximize the potential for a high number of registrants benefitting from the Program;
 - Opens classroom doors one hour before the start of courses;
 - Ensure the correct set up for the various classes;
 - Greet students and teachers to support in the smooth operations on course nights;
 - Communicates & coordinates with the Administrative Assistant / Coordinator to ensure the full list of registrants is up to date and correct for in each course and addresses other pertinent matters;
 - Ensures teachers have class lists and attendance sheets;
 - Ensures teachers have the necessary equipment & course materials for their respective courses;
 - Follows up on registration for all courses;
 - Monitors the number of registrants in all courses to assess the need of offered courses;
- Attends community meetings and builds relationships with relevant organizations and coalitions;
- Holds weekly staff meetings,
- Follows-up on action plans at the request of the Executive Board;
- Presents documents to the Executive Board for review;
- Liaise with the Executive Board;
- Prepares yearly annual reports for funders;

Phone: 514-737-8229 * Email: Info@jam-montreal.com

[Website: www.jam-montreal.com](http://www.jam-montreal.com) * [Facebook: www.facebook.com/jammontreal](https://www.facebook.com/jammontreal)



L'ASSOCIATION JAMAÏCAINE DE MONTREAL INC.

JAMAICA ASSOCIATION OF MONTREAL INC.

4065 JEAN-TALON OUEST, MONTREAL, QC H4P 1W6 TEL: 514.737.8229 FAX: 514.737.4861

- Performs administrative support duties that include preparing correspondence, quarterly reports and time sheet submissions. (*Note: time sheets are due bi-monthly by 5:00 pm along with attendance sheets*)
- Maintain a log book of activities;
- Submits budgets for activities and Programs to the Executive Board with justifications;
- Performs other duties in support of the Jamaica Association of Montreal Inc. as assigned by the Executive Board.

Requirements

- Attestation of University studies and/or relevant work experience with a minimum of four years of pertinent work experience;
- Bilingual, with good spoken and written English and French required;
- Intermediate knowledge of Office Suite (Word, Excel, PowerPoint, etc..) and Google Suite;
- Ability to work with e-mail and calendaring functions;
- Excellent communication and interpersonal skills, professionalism, good judgment and maturity, capable of working with confidential and discreet information (a non-disclosure form will be needed to be signed);
- An understanding of cultural communities in Montreal, a necessity;
- Excellent leadership, motivational and organizational skills;
- Attention to detail, with the proven ability to prioritize tasks;
- Punctual, excellent work ethic and attendance record.

Rate: To be discussed

Hours: Mondays - Fridays (11 am to 7 pm - for 35 hours of pay)

Start date: September 2, 2019

Contact: Mark Henry, jamhr@jam-montreal.com

Interested applicants must submit a curriculum vitae with a covering letter by **August 19, 2019 by 5 pm.**

IMPORTANT: The language and computer skills of short-listed candidates will be tested.

The Jamaica Association of Montreal Inc. promotes Employment Equity and encourages all qualified applicants.

About us: *The Jamaica Association of Montreal Inc. is committed to the social, political, economic, educational, and cultural integration of the Jamaican Community and, by extension, the Black Community within Montreal, and the Province of Quebec. Our organization is involved in assessing the needs of the community and providing services through either a referral system or direct access.*

Phone: 514-737-8229 * Email: Info@jam-montreal.com

[Website: www.jam-montreal.com](http://www.jam-montreal.com) * [Facebook: www.facebook.com/jammontreal](https://www.facebook.com/jammontreal)