

## **Events Coordinator and Operations Support**

Are you looking for a stimulating and diversified job in a team committed to the cause of children in difficulty, all in a collaborative environment?

The mission of the Laval Youth Center Foundation is to help children and youth in difficulty receiving services under the Youth Protection Act. We're currently looking for a dynamic, self-starter with initiative and a passion for the cause to join our team.

The candidate will be responsible for supporting the team in communications, events and various administrative tasks. The candidate will report to the Executive Director.

### **Job description:**

- Draft letters and documents;
- Receive and process internal and external mail;
- Assists with various tasks related to events and activities;
- Assists with fundraising, grant applications and supports fundraising campaign needs;
- Conducts analyses and keeps abreast of philanthropic market conditions and trends;
- Manage the donation management platform;
- Follow-up on cheque receipt and deposit;
- Update and create various data compilation tables;
- Content research for website and social networks;
- Help with editing publications for social networks;
- Purchase and logistics of promotional material;
- Participate in various Foundation activities;
- Support the Executive Director and the Chair of the Board of Directors with the logistics of Board and committee meetings;
- All other related tasks

## **Advantages**

- Flexible working hours
- Competitive salary and benefits
- Possibility of remote work on occasion
- Free parking
- Dynamic and stimulating work environment

## **Qualifications required**

- Excellent written and spoken French;
- Be a team player;
- Have the cause of DPJ children at heart;
- Good knowledge of the Office suite (mainly Excel and Word);
- Good computer skills;
- Attention to detail and thoroughness in producing quality work;
- Have a strong sense of initiative and autonomy;
- Be able to maintain absolute confidentiality with regard to clients and youth protection services;
- Have a degree in administration or relevant experience.

## **Assets sought**

- Knowledge of Foundation operations;
- Functional written and spoken English.

To apply, please send your curriculum vitae to the following e-mail address:  
[nadine.page@fondationcentrejeunessedelaval.com](mailto:nadine.page@fondationcentrejeunessedelaval.com)