

Thomas More Institute (TMI)

3405 Atwater Avenue, Montreal, Qc. H3H 1Y2

Job Posting: Administrative Services Coordinator

Position Overview:

The Thomas More Institute is a small, vibrant educational nonprofit affiliated with Bishop's University. The Institute offers university-level courses designed for the cultural and academic advancement of adults. Under the supervision of the Executive Director, this position oversees a small staff responsible for the administrative services of the Institute.

Responsibilities:

- Coordinate preparation of the course materials;
 - Support the Academic Director, course designers, and course leaders in the delivery of courses;
 - Maintain digital archive of course materials.
- Coordinate student registrations:
 - Invoicing and fee collection;
 - Maintenance of the student database;
 - Compiling and presenting reports on enrolment, student satisfaction, etc.
- Coordinate office management:
 - Lead the upkeep and development of TMI's website;
 - Troubleshoot IT and A/V resources: computers, servers, printers, phones, smart TVs etc.;
 - Collaborate in the production of promotional material and activities: newsletter, posters, communications, events, etc.;
 - General office management: office supplies, facilities maintenance, rentals, petty cash, etc.
- Support the development, organization, and rollout of TMI special events and projects.
- Contribute actively to the development and refinement of TMI strategies and policies.

Requirements:

- Undergraduate degree (advanced degree welcome and appreciated).
- Strong interest in the liberal arts.
- Customer service experience.
- Experience in employee supervision.
- Experience working with volunteers (especially seniors).
- Bilingual: English and French.
- Website development: basic understanding.
- Computer skills: Excel, MS Word, Photoshop, InDesign, WordPress.

Competencies:

- Optimistic, open-minded, forward-looking, and solution-oriented.
- Excellent listening skills; strong team player.
- Able to take initiative and manage complex workloads independently.

Conditions:

Status: 40 hrs. per week, full-time

Salary: \$ 38,000 - \$ 45,000

Benefits: 3 weeks vacation (plus 3-4 weeks during the holiday closure), free tuition

Work Schedule: 10 am to 6 pm (evening and weekends occasionally)

Starting date: As soon as possible

Application deadline: February 21st, 2020

All applicants should forward their CV and cover letter to: d.souleiman@thomasmore.qc.ca