



**THOMAS MORE INSTITUTE**

**JOB POSTING - ADMINISTRATIVE SERVICES COORDINATOR**

**POSITION OVERVIEW:**

The Thomas More Institute is a small, vibrant, educational non-profit affiliated with Bishop's University, which provides a unique learning community promoting the principles of shared inquiry and reflection. The Institute offers innovative university-level discussion courses, designed for the cultural and academic enrichment of all adults.

The Administrative Services Coordinator (ASC) plays a key role in the day-to-day operations of the Thomas More Institute with involvement in a broad range of functions including managing the student registration process, overseeing marketing and promotional activities, and coordinating digital services and platforms. The ASC reports directly to the Executive Director and works with the Manager of Academic Affairs in the supervision of two administrative assistants to accomplish their roles.

**RESPONSIBILITIES**

**1. Registrations management & academic support**

- Supervise the administration of student registrations, invoicing, and fee collection;
- Manage communications to course participants;
- Organize and manage Zoom links for select online courses;
- Respond to participant queries;
- Supervise digital literacy support for course designers, leaders, and students;
- Prepare student registration and statistics reports.

**2. General Communications and Events**

- Participate in the planning and execution of marketing campaigns and promotions on social media, via email, and through other channels;
- Write and edit copy for various promotional materials;
- Maintain TMI's website content and organization;
- Assist with the organisation and coordination of TMI events and projects.

**Institut Thomas More Institute**

thomasmore.qc.ca | info@thomasmore.qc.ca  
3405 Atwater Ave. Montreal, Quebec H3H 1Y2  
Tel: (514) 935-9585 (tel.) | Fax: (514) 316-7406



### **3. Office management and administration**

- Manage TMI's IT resources and services: computers, server, printers, phones, smart TVs, AV equipment, and online accounts;
- Manage accounts and passwords;
- Provide administrative support to TMI volunteer committees as required;
- Maintain an inventory of office supplies and replenish as necessary;
- Coordinate services, communications, and a central filing system to ensure smooth functioning of the office.

### **4. Staff supervision**

- Supervise and delegate tasks to administrative assistants and work with them to establish priorities.

## **PROFILE**

- Undergraduate degree in communications, English, or related field;
- Experience with client management software;
- Experience in writing communications materials;
- High level of digital literacy and knowledge of social media platforms;
- Highly organised and ability to multi-task;
- Excellent English writing and communications skills and fluently bilingual in French;
- Excellent interpersonal skills and ability to work in a team environment;
- Self-starter with initiative and ability to problem solve;
- Knowledge of the following programs an asset: Wild Apricot, Dropbox, Asana, Mailchimp, Adobe Creative Suite, Canva, Microsoft Office, Google Workspace.

## **WORKING CONDITIONS**

- Salary range: \$44,000 - \$48,000;
- 40-hour work week with 1 hour for lunch;
- Possibility to work in a hybrid format;
- 2 weeks paid vacation. In addition TMI is closed for 2 weeks during the winter holidays and for 2 weeks in the summer;
- TMI's offices are wheelchair-accessible and have gender-neutral bathrooms;
- Some weekend and evening work will be required.

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**Start date: 3 October 2022**

**If you are interested in applying to this position please respond by Tuesday 6 September at [info@thomasmore.qc.ca](mailto:info@thomasmore.qc.ca) with your CV and a cover letter.** Please note that while we thank all interested applicants only those selected for an interview will be contacted.

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