

QPIRG-McGill is hiring a Finance and Administrative Coordinator

The Quebec Public Interest Research Group (QPIRG) at McGill University is a student-funded not-for-profit organization that conducts research, education, and action on a variety of social justice and environmental issues at McGill and in the Montreal community.

We are looking for a dynamic, organized, and resourceful person committed to social and environmental justice to fill a one-year renewable contract for a 30 hour/week position as Finance and Administrative Coordinator.

Tasks and responsibilities:

- Coordinating the financial operations of the organization, including payroll and accompanying remittances;
- Liaising with the QPIRG-McGill accountant and keeping track of expenses and revenues;
- Liaising with the auditor and coordinating the annual audit;
- Developing a finance committee;
- Banking and other financial tasks;
- Developing and maintaining an annual budget and producing regular financial reports for the Board of Directors;
- Fundraising and grant-writing;
- Acting as the financial liaison with QPIRG-McGill working groups;
- Acting as the liaison for governmental bodies such as Canada Revenue Agency (CRA), EmploiQuébec, CSST etc.
- Coordinating office supplies and general office upkeep, and participating in the collective office management and administration;
- Filing and archiving financial and administrative documents;
- Keeping track of all internal QPIRG room bookings and updating the room booking calendar accordingly;
- Developing and maintaining updated QPIRG-McGill policies;
- Along with the Outreach and Promotions Coordinator and the Working Groups and Community Research Coordinator, organizing the Annual General Meeting (AGM) of QPIRG-McGill;
- Along with the other coordinators, facilitate collaborations between QPIRG and other campus-based or Montreal-based initiatives or event series;
- Coordinating collaborations on core QPIRG programming such as Culture Shock, Social Justice Days etc., alongside the other staff.

A successful candidate will possess the following:

- Good understanding of the structure and day-to-day operations of not-for-profit organizations and/or community organizations (i.e. board, staff and volunteers);
- Experience in community organizing, mobilization and event planning;
- Commitment to the principles of QPIRG-McGill's mandate and its realization;
- Anti-oppression analysis and proficiency in applying this to all levels of decision-making and organizing;
- Commitment to accessibility and to integrating accessibility measures to all levels of decision-making and organizing;
- Knowledge and awareness of political, social, economic and environmental issues;
- Be well organized and have the ability to multitask, prioritize tasks and be attentive to details;
- Ability to work with a broad range of people and political perspectives;
- Ability to work both autonomously and with others.

Required Skills:

- Knowledge and experience with financial management, fundraising, and budgeting;
- Demonstrated organizational and communication skills;
- Strong computer knowledge and experience with Mac OS and Excel
- Experience working with student groups and community organizations
- Bilingual in spoken French and excellent English writing skills
- Experience with programming events and running campaigns

Assets:

- Familiarity with PIRGs;
- Familiarity with McGill University, its institutions, and the campus milieu;
- Knowledge of Montreal-area community groups;
- Experience developing organizational policy for not-for-profit organizations and/or community organizations;
- Experience with conflict resolution and mediation;
- French writing skills;
- Comfort and experience with public speaking;
- Experience in not-for-profit sector.

QPIRG values the contributions that individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Indigenous people, people of colour, disabled people, people identifying as LGBT*QI, women, formerly incarcerated or institutionalized people, immigrants and people from working class backgrounds to apply. This list is not exhaustive, and we encourage applicants to describe other experiences of marginalization. We also understand that applicants may experience a number of these identities simultaneously in ways that reinforce and complicate their experience. We encourage these individuals to apply for

this position, and to describe their unique contributions and perspectives in their applications. Work experience at QPIRG is not a prerequisite for the position, nor will it privilege your application. Please indicate in your proposal if you would like to be considered for employment equity (full hiring policy available upon request). In order to encourage a diverse range of applicants, QPIRG-McGill is committed to providing training for this position. We encourage anyone with many of the qualifications, even if this does not include all, to still apply.

We regret that the QPIRG-McGill office is not currently wheelchair-accessible.

Position Details:

30 hours/week \$22.36/hour (+ benefits); 1 year contract, renewable; some evening and weekend work will be required

Application Deadline: Sunday, November 24th, 11:59pm

Start Date: Monday, December 2nd, 2019

To apply, send CV and cover letter to:

QPIRG-McGill Hiring Committee
3647 University, Montreal, QC H3A 2B3
fax: (514) 398-8976

Email: staffcomm.qpirg@gmail.com with "Finance and Admin Coordinator" in the subject line.

If you have questions please email us or call (514) 398-7432. To learn more about QPIRG please visit our website at www.qpirgmcgill.org.