

Jeunesses Musicales Canada

Jeunesses Musicales Canada is a team of music enthusiasts who surround themselves with a multitude of artists and creators, taking part in the ongoing whirlwind of artistic activity in André Bourbeau House, a historic building located right on Mont-Royal Avenue, in the heart of the Plateau.

JM Canada is a non-profit organization whose mission is to spark an appreciation of classical music among various audiences by giving professional young musicians the opportunity to develop their careers as they reach out to listeners. Through these encounters, we endeavour to make classical music a part of daily life by giving our talented young artists a role in which they can trigger people's passion.

We are currently seeking an:

Executive Assistant

Reporting to the Executive and Artistic Director, you will be a key player in the organization's corporate life, the recruitment of Jeunesses Musicales Canada volunteers, the administration of office life, and the management of special projects.

PRINCIPAL DUTIES

- Supervising and managing volunteers in Montreal and the surrounding regions, including the recruitment of Montreal volunteers, and the planning and budgeting of recognition events (annual lunches, annual general assembly, special events).
- Maintaining and developing relations with volunteer JMC centres in the regions.
- Coordinating, taking notes, and drafting meeting minutes for the organization's various committees (board of directors, permanent committees, internal management committees, ad hoc committees, etc.).
- Supporting the implementation of priority areas of the strategic plan for 2023-2027.
- Assisting the Executive and Artistic Director (scheduling, correspondence, internal administrative committees, preparing documents for union negotiations [UDA and GMMQ], support for grant requests).
- Planning, managing, and coordinating special projects (Law C-25; updating administrative regulations, code of ethics, employees' guide, environmental responsibility policy, EDI policy [equity, diversity, inclusion], etc.).
- All other tasks related to ensuring the smooth operation of the organization's activities.

REQUIREMENTS

To meet the requirements of this position, you will:

- Possess a Diploma of Collegial Studies in office administration, business administration, or a related field, with five years of experience as an assistant to a general director.
- Have a perfect command of Microsoft Office suite.
- Have a solid reputation of professionalism, courtesy, discretion, and diligence.
- Have a good understanding of the functioning of an NPO.
- Be bilingual, with a perfect mastery of written and spoken French, and good writing skills.
- Be experienced at coordinating projects, with an ability to effectively share targeted information.
- Have some knowledge of the proper functioning of board meetings (an asset)
- Understand the cultural milieu and classical music (an asset).

APTITUDES

Upstanding, courteous, and diplomatic, you can work tactfully with internal and external contacts, and are discrete in all situations. You have excellent business negotiation and writing/communication skills. Your sense of planning and priorities makes you an independent resource who can handle several projects at once, while maintaining a strict focus that will ensure that everything runs smoothly. You are a proactive person who can work in a team and under pressure. You are highly adaptable and have strong learning skills, with an ability to analyze and understand issues, proposing original avenues of solution to various project challenges. You are occasionally available to work evenings and weekends during assemblies and special events.

Employment start date: January 8, 2024

Full-time (35 hours/week)

Salary scale: \$45,778 to \$65,806

Salary consistent with those in the milieu, plus benefits.

Please, no phone calls.

Submit your application by Friday, December 8, at 1 pm, to the attention of:

Ms. Danièle LeBlanc
Jeunesses Musicales Canada
305 Mont-Royal Avenue East
Montreal, QC, H2T 1P8

By email: info@jmcanada.ca

Only successful applicants will be contacted.