



## **Scholars Program Officer**

### **McCall MacBain Scholarships at McGill, Montréal, QC**

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Announced in February 2019, the [McCall MacBain Scholarships at McGill](#) are Canada's first comprehensive, leadership-driven scholarships for master's and professional degree studies. The scholarships represent an investment in students who are already developing expertise in their respective fields, aspire to lead with purpose and demonstrate an inner drive to make positive change.

As Scholars Program Officer, you will work with a diverse and collaborative team in a warm, high-energy office in downtown Montréal. Reporting to the Director, Leadership Development, you will provide support for the ongoing development and execution of programming for McCall MacBain Scholars at McGill, including annual retreats, mentors, coaching, bi-weekly leadership development seminars, ongoing skills-based workshops, a speaker series, coaching, and other activities. The role requires an organized self-starter who takes a systematic, detailed-approach, and is a creative and attentive problem-solver who enjoys connecting with a broad range of stakeholders and maintains high standards in relationship management.

#### **Core Duties**

- Work closely with the Director, Leadership Development, the Senior Fellow and other team members, providing high-level logistical and administrative support for the scholars' enrichment program
- Contribute to the appropriate planning and smooth delivery of the yearly enrichment activities through coordination and tracking of projects, scheduling and logistics and collaborative and consistent communication with team members. Propose most effective strategies and solutions to improve procedures; manage competing priorities.
- Support the identification, recruitment and onboarding of senior volunteer mentors, advisors, speakers and workshop leaders, including preparation of briefing notes with learning objectives, facilitation guidelines, and session descriptions.
- Maintain communications with current scholars in-person and by email, survey and scheduling tools; act as resource person keeping scholars and team members informed regarding issues requiring attention.
- Develop ongoing content for scholars including an online hub, newsletters, social media and other communication vehicles. Ensure accuracy of information.
- Participate in and contribute to short- and long-term planning and strategic development of the program. Make recommendations for improvement and depending on expertise, contribute to workshop design and presentation.
- Support the development and execution of new and upcoming areas of programming and scholar support, including mental wellness, alumni programming and enrichment activities for applicants receiving finalist and regional awards. Act as an ongoing point of contact and resource for alumni, scholars and award recipients.
- Prepare written and oral reports and summarize statistical information; enter data and keep records updated. Ensure confidentiality of scholars' and others' personal information.

#### **Requirements and Key Competencies**

You should be able to work independently and collaboratively with students, senior volunteers and other staff.

- A university graduate degree is required, with a degree in a relevant field an asset
- At least 1-2 years of work experience in a relevant field such as non-profit, educational or youth-focused sectors, leadership development, thought leadership conferences and gatherings or student services
- Superior written and verbal communication skills in English, including making presentations and working with students, volunteers and other partners
- Ability to work in French required, with other languages or experience working in cross-cultural or international contexts considered a strong asset
- Excellent interpersonal skills and experience collaborating with a range of stakeholders with proactivity and responsiveness
- Knowledge of the Canadian education system

Knowledge of English is necessary due to collaborative work with our Toronto team, and partners and stakeholders in Canada and other countries.

### **Leadership & Personal Characteristics**

- Personal accountability, with a strong mandate to consistently meet objectives and clearly communicate and measure goals against key performance indicators
- A positive attitude, with a desire to go for the “win-win solution” and build consensus where applicable and appropriate
- A high level of integrity, confidentiality, and dependability
- Energized by work that involves skills development in promising young leaders and providing an excellent scholar experience
- Ability to give and take constructive feedback
- Sense of humour, creativity, and agility; intellectual curiosity and desire to learn
- Excellent judgment, problem-solving, and interpersonal skills
- Ability to manage multiple priorities within tight deadlines
- Ability to work evenings or weekends for specific events

The successful applicant will be searching for a challenge and see this position as an opportunity to help establish a culture of excellence for generations to come.

**Eligibility:** Employees must be legally authorized to work in Canada. For the health and safety of our team, employees must also be fully vaccinated against COVID-19 in order to access the office.

**Salary:** Base salary of \$55,000-65,000, plus a performance-based bonus, matched RRSP contribution, and a comprehensive benefits package including health and dental.

**Location:** Montréal.

**Closing:** August 1st 2023. Applications will be reviewed as they are submitted.

**To Apply:** Please forward your resumé with a **personalized** cover letter by email to the attention of Laura Mitchell at [hire@mccallmacbain.org](mailto:hire@mccallmacbain.org). The position will be hired through



Headlands Institute, a Canadian non-profit organization that manages the work of the McCall MacBain Scholarships at McGill. Please note that we will only contact those invited to interview.