



Selections and Global Engagement Officer

McCall MacBain Scholarships at McGill, Montréal, QC

The McCall MacBain Scholarships at McGill is seeking a highly driven professional to join the team as a Selections and Global Engagement Officer.

McCall MacBain Scholarships at McGill (MMSM) are Canada's first comprehensive, leadership-driven scholarships for master's and professional degree studies. In 2019, the McCall MacBain Foundation made the then-largest donation in Canadian history to establish the program. Scholars are selected through an intensive process to identify those who aspire to lead with purpose and demonstrate an inner drive to make positive change. Once selected, scholars receive full funding for tuition plus a living stipend to study at McGill University and benefit from a world-class enrichment program, including mentorship, retreats, speaker series, and workshops.

We engage over 250 volunteers across Canada and worldwide who are leaders in diverse fields and embody the values we look for in our scholars: integrity, empathy, curiosity, and an abiding concern for improving the lives of those around us, to select scholars.

The Role

The Selections and Global Community Engagement Officer will work with the Director of Selections and Global Engagement and the CEO to plan and execute a global, high-touch selections system that includes a team of 250+ senior volunteers working to select future McCall MacBain Scholars from Canada and abroad. The role requires an organized self-starter who takes a systematic, detail-oriented approach. You are a creative and nimble problem-solver who values both efficiency and thoroughness. You enjoy connecting with a broad range of stakeholders and maintain high standards regarding relationship management. Working with a diverse team in a warm, high-energy office in downtown Montreal, the Selections and Global Engagement Officer will report to the Director of Selections and Global Engagement and work closely with all team members in a collaborative environment. Our team works in person in the office whenever possible under provincial guidelines.

Core Duties

- Support the recruitment, training, and stewardship of selection volunteers across Canada and the world, including research, communications, data collection, calendar and event management.
- Develop expertise and ownership of the organization's application and volunteer management systems to train new users and maintain accurate volunteer and scholarship recipient records and reports.
- Assist with preparing and delivering volunteer training tools and online training sessions.
- Support the coordination of all in-person and virtual interviews by managing event logistics such as venue booking, catering, materials preparation, IT logistics, and scheduling.
- Interface with candidates and assist with candidate documentation and additional requirements throughout the selection process, such as the design of forms to collect information, support with reference checks, organization of contracts, etc.
- Manage scholar volunteers, their schedules and responsibilities during virtual and in-person interviews.
- Support the creation and scheduling of additional programming (e.g., speakers) for candidates during virtual and in-person interviews.
- Manage contract/part-time staff as needed.

Requirements and Key Competencies

- Able to work independently and collaboratively with volunteers, donors, applicants, and other staff.
- A university degree is required. A degree in a relevant field is an asset.
- At least 2-3 years of experience with demonstrated success in account management, project or program management, volunteer management, or fundraising/development roles, preferably in the non-profit, educational, or youth-focused sectors.
- Experience working in or managing CRMs and databases, with knowledge of Salesforce, Slate, and Airtable considered an asset.
- Excellent written and verbal English communication skills are necessary for collaborative work with our Toronto team, partners and stakeholders in Canada and abroad.
- Ability to work in French. Other languages or experience working in cross-cultural or international contexts are considered strong assets.
- Excellent interpersonal skills.
- Knowledge of the Canadian education system.
- Experience in planning and managing events.

Leadership & Personal Characteristics

- Personal accountability, with a solid mandate to consistently meet objectives, communicate, and measure goals against key performance indicators
- Positive attitude, with a desire to pursue “win-win solutions” and build consensus as needed
- High level of integrity, honesty, confidentiality, and dependability
- Ability to give and take constructive feedback
- Sense of humour, creativity, and agility
- Intellectual curiosity and desire to learn
- Excellent judgment and problem-solving skills
- Ability to manage multiple priorities within tight deadlines
- Ability to work evenings or weekends for specific events

The successful applicant seeks challenges and views this position as an opportunity to help establish a lasting culture of excellence.

Salary: Base salary of \$60,000-\$70,000, plus a performance-based bonus, matched RRSP contribution, and a comprehensive benefits package including health and dental.

Location: In person, downtown Montréal.

Closing: July 26, 2024. Thank you for your interest. Please note that applications will be reviewed on a rolling basis. We will only contact those invited to interview.

Applying: Email resumé and cover letter to Elise Chesson at hire@mccallmacbainscholars.org

Working in Canada: Candidates must be legally eligible to work in Canada.