



McCall MacBain Scholarships at McGill is seeking a highly driven professional to join the team as **Selections Systems Officer**, reporting to the Director of Selections and Global Community Engagement.

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.

Position Overview

The Selections Systems Officer is a project management-driven role that supports the operations of a global selection system designed to bring out the best in candidates. The role involves managing complex, data-heavy processes and coordinating 250+ senior volunteers who help select McCall MacBain Scholars from Canada and abroad. The ideal candidate has experience managing multiple software platforms (e.g. Salesforce, Airtable, Slate, Formstack, Titan, Outlook, Microsoft and Apple) and demonstrates excellent organizational skills in fast-paced, detail-oriented environments.

This role is primarily operational and administrative, emphasizing system management, data entry & integrity, project management, and coordination of interactions with candidates and volunteers. The successful candidate will excel at working independently, managing high-stakes logistics, and ensuring the smooth execution of global selection events, scheduling and processes.

Core Responsibilities

- **CRM and Data Management:** Take ownership of the organization's CRM systems (Salesforce, Airtable, Slate, etc.), ensuring accurate data entry, system configuration, and reporting. Provide training to staff and volunteers on CRM usage and best practices. Regularly update and maintain volunteer and scholar records, generating reports as required.
- **Project Management:** Lead the operational aspects of the global selection process, including the development and management of timelines, schedules, and resource allocation.
- **Volunteer and Event Logistics Coordination:** Oversee the logistics of virtual and in-person events related to the selection process, including interview scheduling, IT setup, support, and materials preparation.
- **Document and Contract Management:** Manage candidate documentation, including form creation, reference checks, and contract organization.
- **Program and Scheduling Support:** Coordinate programming for candidates during interviews, such as scheduling speakers or managing virtual sessions.
- **Staff and Volunteer Support:** Support the recruitment, training, and stewardship of selection volunteers. Oversee scheduling and responsibilities of scholar volunteers during selection events.

Requirements

- **Experience:** At least 3 years of experience in project management, operations, or administrative roles, with a proven track record of managing complex, technical systems and processes. Experience with and ability to grasp and manage CRMs and other project management tools
- **Technical Skills:** Strong ability to manage databases, create reports, troubleshoot technical issues, and learn new software applications. Proficiency in Salesforce, Airtable, Slate, Formstack, Titan, Outlook, Zoom, and other Microsoft and Apple tools considered assets
- **Communication Skills:** Strong written and verbal communication skills in English, with the ability to collaborate effectively across teams. Fluency in French is considered an asset. Knowledge of other languages or experience working in international time zones or cross-cultural contexts is considered an asset.
- **Education:** A postsecondary degree or diploma is required, preferably in a relevant field (e.g., business administration, project or event management, or information technology).
- **Event and Volunteer Management:** Experience in coordinating events and managing volunteer schedules.
- **Organizational Skills:** Strong attention to detail, ability to handle multiple tasks simultaneously, and a knack for working under tight deadlines.
- **Personal Characteristics:** Self-motivated with the ability to work independently and as part of a larger team. Highly organized, solutions-oriented, collaborative, and with an aptitude for systems and process design. Strong analytical and judgment skills and the ability to adapt to changing priorities.
- **Additional Qualifications:** Understanding of the Canadian education system and scholarship processes. Ability to work evenings or weekends for specific events or deadlines.

Why Join Us?

This is an exciting opportunity for a highly organized professional to join a dynamic and impactful team. The Selections Systems Officer role offers the chance to manage sophisticated systems, contribute to the success of a scholarship program focused on leadership development, and work in a fast-paced, high-energy environment with colleagues committed to excellence.

We'd love to hear from you if you're ready to take on a challenging and rewarding role that leverages your technical, operational, and project management skills.

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 Montreal.

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

Closing: April 4, 2025. 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 hiring@mccallmacbainscholars.org.