

Selections Officer

McCall MacBain Scholarships at McGill, Montreal, QC

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

The [McCall MacBain Scholarships at McGill](#) are Canada's first comprehensive, leadership-driven scholarships for master's and professional degree studies. 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.

As part of our selection process, we engage over 250 volunteers annually 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.

Position Overview

The Selections Officer is a people and project-management-driven role that supports the operations of a global selections system designed to bring out the best in candidates. The role involves managing correspondence with shortlisted candidates and the senior volunteers who select them, managing logistics for in-person and virtual events, and ensuring the quality and accuracy of complex data. The ideal candidate has strong communication skills, demonstrated experience working with multiple software platforms, and excellent organizational skills in fast-paced, detail-oriented environments.

Core Responsibilities

- **Staff, Volunteer, and Candidate Support:** Support the coordination of recruitment, training, and engagement of selection volunteers. Serve as the primary liaison with shortlisted candidates and manage candidate documentation.
- **CRM and Data Management:** Assist with CRM systems (e.g., Salesforce, Airtable, Slate, etc.), ensuring accurate data entry, system configuration, and reporting. Create and maintain up-to-date volunteer and scholar records, and create forms and reports as needed.
- **Administrative Support:** Provide administrative support, including preparing reports and briefing materials, preparing mail-merged documents, preparing & mailing volunteer packages, scheduling meetings, etc.
- **Event Logistics:** Coordinate logistics for both virtual and in-person events related to the selection process, including interview scheduling and technical support for online interviews.
- **Program Coordination:** Organize programming for candidates during interviews, including scheduling guest speakers, managing virtual sessions, and giving presentations to prospective scholars.
- **Other duties as required.**

Requirements

- **Experience:** Minimum of 2 years in project management, operations, or administrative roles, with proven ability to manage complex systems and processes. Experience in leadership development or youth-driven organizations – whether through work or volunteering – is considered a strong asset.
- **Language Skills:** Excellent written and verbal communication skills in English and working proficiency in French. Additional languages or experience in international or cross-cultural contexts are an asset.
- **Technical Skills:** Demonstrated experience in database management, report creation, troubleshooting technical issues, and learning new software. Experience in Salesforce, Slate, Airtable, Formstack, or Titan is considered an asset.
- **Event and Volunteer Management:** Experience coordinating events, delivering presentations, and facilitating both online and in-person sessions/meetings is considered an asset.
- **Education:** Postsecondary degree or diploma required, one in a relevant field considered an asset.

Attributes

- Exceptional attention to detail, ability to juggle multiple priorities and meet deadlines.
- Ability to build and maintain strong, trust-based relationships.
- Self-motivated, positive, solutions-oriented, and collaborative.
- Strong analytical and decision-making skills, with the flexibility to adapt to changing priorities.
- Ability to give and take constructive feedback.
- Curiosity and a desire to learn.
- Familiarity with the Canadian education system and scholarship processes an asset.

Why Join Us?

This is an exciting opportunity for a highly organized professional to join a dynamic and impactful team. The Selections Officer role offers the opportunity 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.

Salary: Base salary of \$60,000 - \$65,000, plus a performance-based bonus, matched RRSP contribution, and a comprehensive benefits package including health and dental.

Location: In-person, downtown Montreal.

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

Closing: September 22, 2025.

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

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