Opportunity: Outreach and Communications Officer

McCall MacBain Scholarships at McGill

The McCall MacBain Scholarships at McGill is seeking a highly driven professional to join the team as **Outreach and Communications Officer**.

The 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 that seeks 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.

Reporting to the Director of Outreach and Communications, the **Outreach and Communications Officer** will help execute a global candidate recruitment campaign (70% Canada, 30% international), with a focus on university partnership management.

Key duties include:

Partnership Marketing and Applicant Recruitment

- Maintain strong relationships with university partners that encourage and endorse qualified candidates
    - Schedule and participate in partnership meetings
    - Provide partners with promotional materials and application endorsement guidance
    - Address partner questions and concerns thoughtfully, considerately, and quickly
    - Schedule, set up, and host information sessions (online and in-person) for applicants, including events on 10-15 campuses across Canada
    - Organize Q&As with scholarship finalists and recipients
    - Maintain accurate partnership records in the organization's systems, keeping track of contact updates and necessary follow-ups
    - Organize events to celebrate scholarship recipients
- Contact community organizations and implement other outreach tactics to encourage qualified candidates
- Draft and design content (e.g. emails, presentations, reports, newsletters, social media posts and graphics, web content) for marketing campaigns
- Track and report on recruitment efforts, focused on applicant diversity and quality goals

Applicant Support

- Respond to applicant inquiries thoughtfully, considerately, and quickly
- Troubleshoot applicant technical issues within the Slate admissions system
- Update applicant materials (e.g. website FAQs, application instructions) and contribute to the expansion of the applicant support system

Applicant Endorsement

- Manage partner access to the Slate online endorsement portal
- Develop training materials for using the portal and provide user support as needed

Other duties as required.

Qualifications, skills and attributes:

- At least 2-5 years of relevant experience
- A university degree (master's preferred) and knowledge of Canadian universities
- Excellent written and verbal communication skills in English
- Working proficiency in French a strong asset
- Demonstrated ability to establish and manage relationships with diverse stakeholders
- Exercise sound judgment and discretion, including managing confidential information
- Demonstrated ability to work under pressure, pay attention to detail, and meet deadlines
- Curiosity and desire to learn
- Experience with Slate by Technolutions or another marketing and admissions system is an asset
- Ability to travel for work, particularly from January to April, and to work evenings or weekends occasionally for specific events

Knowledge of English is required due to collaborative work with English-language university partners and stakeholders.

Why Join Us?

This is an exciting opportunity for a highly organized professional to join a dynamic and impactful team. The Outreach and Communications Officer role offers the opportunity to 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 - $70,000, plus a performance-based bonus, matched RRSP contribution, and a comprehensive benefits package including health and dental.

Location: In-person in downtown Montreal.

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

Closing: Monday, November 30, 2026.

Applying: Email resumé and cover letter to Julia Lo at hiring@mccallmacbainscholars.org.

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