

The Rossy Foundation Program Officer Job Description

The Rossy Foundation was founded in 2005 with the goal of improving Canadians' lives and Canadian society and has grown to become one of the largest family foundations in the country. Its current focus areas include cancer care, mental health, media and democracy, education and the arts. The Foundation is also committed to supporting a vibrant Montreal. Since its founding, the Foundation has made more than 750 grants to charitable organizations in Montreal, across Canada and internationally. The Foundation has its administrative office in Montreal.

The Foundation is seeking a full time Program Officer to support research, grants administration, Board meetings, and other organizational priorities.

The successful candidate will work as part of a dynamic and growing team to help create social change. The Program Officer will help advance the Foundation's work by

- Researching, analyzing, and synthesizing information from a range of sources (e.g. internet, interviews)
- Summarizing findings and communicating insights
- Making recommendations
- Drafting communications
- Managing and working on Excel files
- Preparing Powerpoint slides
- Preparing minutes from Board meetings
- Supporting administrative process of the team

The ideal candidate would have

- A strong interest in social change and the work of the Foundation
- Experience in an office environment, 3+ years preferred
- The ability to work independently on multiple priorities
- Strong research, analytic and writing skills
- Basic financial skills
- Strong communication and team skills
- Skills in Microsoft Office suite (e.g. Word, PowerPoint, Excel)
- A Bachelor's degree is essential; a Master's degree would be an asset
- Experience in media and democracy, education, and/mental health would be a strong asset
- English essential; bilingual (English/French) preferred

The successful candidate would work at the Foundation office in the Town of Mount Royal in Montreal.

To apply, please click [here](#), fill out the google form and attach your CV via the form. The application deadline is November 23rd, 2018. Applications will be reviewed as they are received. Applicants who are invited to an interview will be asked to provide a writing sample.

Compensation will be commensurate with experience. The target start date for this position is flexible.

If you have any questions, please contact Sara Pedersen at sara.pedersen@rossyfamilyfoundation.org.