



JUNIOR PROGRAM OFFICER

The Trottier Foundation supports projects and registered charities that mitigates climate change, promotes innovative scientific discovery, enhances education, improves health care and assists community and international organizations.

POSITION

The Trottier Family Foundation is seeking a motivated Junior Program Officer who will be a member of the Foundation team and contribute to the implementation of the Trottier Family Foundation's strategic goals. Reporting to the Executive Director and Program Director, the Junior Program Officer's work will be constantly evolving and will include responsibilities with administration, grants management, strengthening capacity of grant partner organizations, assisting with planning and organizing programs, carrying out other important operational duties. There is room for growth.

Requirements

- University degree. Ideally in one of the Foundation's granting areas (science, environment, education, health);
- Fluently bilingual (French and English) spoken and written. Excellent French writing skills required;
- Proficiency in Microsoft Office, G-suite and experience with Salesforce would be an asset;
- Strong organization, project management and problem-solving skills;
- Excellent research skills;
- Demonstrated interest in the Foundation's granting areas and commitment so fostering change.

The Junior Program Officer will have responsibilities in the following areas:

1. Administration

- Providing general administrative and clerical support;

- Answering telephone and email inquiries and correspondence;
- Scheduling and coordinating meetings;
- Coordinating communications, updating website, quarterly newsletters;
- Assisting in organizing special events;
- Updating Foundation's information management system;
- Other administrative duties to support the Foundation.

2. **Grant Management:**

- Identifying, developing, analyzing and recommending projects and partnerships through research and due diligence, based on the Foundation's mission and program guidelines;
- Communicating with grant partners and representing the Foundation;
- Tracking and evaluating grant results;
- Assisting grant partners with grant applications, project planning, project monitoring and evaluation;
- Attending events for grantee organizations;
- Developing and maintaining a network of grant partners, experts and institutions of relevance to advance the mission of the Trottier Family Foundation.

3. **Knowledge and Learning:**

- Participating in relevant conferences, workshops and webinars to advance knowledge of field of work related to the Foundation's areas of focus;
- Researching and analyzing specific projects related to the Foundation's areas of focus.

Benefits

We offer an attractive, competitive compensation and benefits package including a sustainably invested pension with possibility of medical/dental coverage. Salary depends on skills and experience.

To apply, please send a copy of your resume and a cover letter by February 10, 2019 to info@trottierfoundation.com

Due to the anticipated volume of responses, we will only contact those candidates who most closely match our requirements and who are invited to interview.

The Trottier Foundation is committed to creating a diverse environment and an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, marital status or disability status.