



Employment opportunity

Assistant – Outreach and Governance

Contractual (12 months), full time (approx. 35 hours per week)

Job description

The Foundation is a fast-paced, innovative organization seeking a dynamic, resourceful, and flexible person skilled in administration, communications, and fundraising to join its highly productive team.

The individual will work with other members of the team to perform duties that include: correspondence, and the development of documents, data entry, reporting, as well as coordination, followup, filing, and other tasks related to the administration of governance, communications, and development initiatives at the Foundation.

The immediate need is for a duration of one year. The Foundation will then re-assess its needs and staffing in terms of administrative personnel. The position is to be filled as soon as possible.

Required profile and skills

- Education in a relevant discipline (administration, communication or project management)
- Bilingualism (English and French)
- Mastering of the Office & Creative suites, databases, social media, web editors
- Impeccable writing skills
- Precision, organization, resourcefulness
- Autonomy and sense of initiative
- Management of time, multiple priorities
- Full contribution to a small team

To apply

If your experience and education match this profile and you would like to become a member of our team, please send a cover letter and a curriculum vitae to ecomtois@trudeaufoundation.ca. Please make sure to specify the above-mentioned position title in your email. Only candidates selected for an interview will be contacted. We are an equal opportunity employer and welcome applications from all qualified candidates.

About us

The Pierre Elliott Trudeau Foundation is an independent and non-partisan charity established in 2001. By granting doctoral scholarships, awarding fellowships, appointing mentors, and holding public events, the Foundation encourages critical reflection and action in four areas important to Canadians: human rights and dignity, responsible citizenship, Canada's role in the world, and people and their natural environment. For more information, please visit: www.trudeaufoundation.ca.

Une version française de cet affichage est disponible à l'adresse suivante : www.fondationtrudeau.ca.