



Director – Administrative services and special projects

Job description

Reporting to the Executive Director, the incumbent of this supervisory position carries out organizational management functions at the *Centre pour les victimes d'agression sexuelle de Montréal (CVASM) / Montreal Sexual Assault Centre (MSAC)*. Working closely with senior management, their main tasks and responsibilities cover several different administrative functions.

Their mandate consists in managing the human resources reporting to them, in the context of various organizational projects, in accordance with the mission, vision and values of the MSAC.

They may also be required to work in other key sectors in connection with special projects.

- **Human resources**
 - Identify needs in the area of human resources and develop a strategy to attract, onboard and retain new employees.
 - Ensure the implementation of effective procedures for staffing and payroll and employee benefits management in compliance with applicable standards and regulations.
 - Ensure the promotion of employees' health and the application of standards related to work presence and a healthy, safe workplace.
 - Develop personnel development programs and policies.
- **Financial resources**
 - Support the Executive Director in activities related to MSAC financing, budgeting of various allocated funds and respect for current standards and regulations.
 - Ensure that efficient, quality accounting procedures are kept up to date.
 - Coordinate the MSAC's contract supply and management activities with its main suppliers.
 - Coordinate the annual audit mandate.
 - Ensure the availability of financial management information in collaboration with the accountant.
- **Information resources**
 - Plan the acquisition of information and telephone assets and ensure the management of procedures aimed at the optimal use of the IT infrastructure and technologies needed for the MSAC's activities.
- **Material resources**
 - Develop and propose the creation of essential spaces for conducting activities.
 - Participate in the optimal use of physical spaces.
 - Monitor the rental of workspaces with building management.
- **Special projects**
 - Collaborate in setting up a filing and storage system.
 - Plan and coordinate the implementation of human resources software.
 - Ensure the updating of the MSAC IT infrastructure in cooperation with the IT supplier/supplier.
 - Plan the organization of the necessary space with senior management.



The person we are looking must have the following qualifications:

- University degree in administration or other related field
- Three years' experience in administrative functions in a related sector
- Versatility and writing skills
- Excellent communication skills
- Highly developed sense of organization, autonomy and sound judgement
- Proficiency in French and English

Employment conditions

- Three-year temporary full-time position funded by a grant, with possibility of renewal.
- Annual salary on hiring: \$69 000
- Workplace that offers challenges and fosters professional development.
- Excellent work atmosphere
- Group insurance and pension plan

Start date: November-December 2023

The not-for-profit organization Montreal Sexual Assault Centre is a compassionate workplace that values mutual support and collaboration. Our staff members are constantly dedicated to our mission of helping victims of sexual violence recover from their experience.

About the Montreal Sexual Assault Centre

Since 1980, the MSAC has provided a safe, non-judgmental space where people affected by sexual assault are welcomed, listened to, believed and supported in accordance with their choices.

With the help of over 60 employees, the MSAC offers:

- medico-social services for sexual assault victims 18 years of age and over
- individual counselling for sexual assault victims 18 years of age and over
- listening and information 24/7 provided by the Sexual Violence Helpline for
- people of all ages
- support for teams working in designated centres across Québec

To submit an application

The Montreal Sexual Assault Centre is committed to the principles of diversity and employment equity. If you are interested in this position, please send your resumé and letter of motivation **before 5:00 pm on November 23rd 2023** to:

Deborah Trent, Executive Director
Email: cv@cvasm.ca

Please note that only those candidates selected for an interview will be contacted by email.