



## JOB DESCRIPTION

### Job identification

Job Title :	Project Coordinator, Office of Director
Division :	Management
Immediate superior :	Director
Status :	Contractual, full time (35hrs/week)
Duration:	3 years
Posting period:	March 13 to March 27, 2017
Job entry :	May 2017

### Job summary

The responsibilities of this job include coordinating and ensuring the follow-up of activities of the Director of the CCA. The incumbent sees primarily to support the Director in his daily and "curatorial" activities, as well as in his relations with the Associate Directors and the Board of Trustees. The Project Coordinator provides the administrative support, coordination and follow-up on specific projects of the office of Director.

### Key responsibility areas

#### Administrative tasks:

- Provide the framework for filing records and archives relating to projects, documents and communications from the office of Director
- Maintain the history of correspondence, communications and actions of the Director
- Manage the agenda of the Director, plan and follow-up on appointments, prepare the required documentation and inform the parties
- Take, filter and make calls for the Director and respond autonomously to questions about current activities or projects
- Draft correspondence in French and in English under the guidance of Director (letters, reports and other documents)
- Write reports or act as the meeting secretary and prepare minutes of the meetings
- Plan and manage the booking of trips for the Director, some foreign guests, consultants, curators, researchers, designers
- Prepare requisitions for disbursements in a timely routine

#### Liaison with stakeholders CCA:

- Liaise between the Director and the Founding Director
- Follow-up on the activities of assistant researcher
- Monitor or follow-up on the mandates given by the Director to the divisions
- Liaise between the Director and members of the Board of Trustees
- Liaise between the Director and the associations for which the CCA is a member

#### Coordination of projects of Director's office

- Coordinate with stakeholders the projects in which the Director is involved such as ensuring follow-ups, maintaining schedules, completing updates and preparing presentations
- Ensure that project communications run smoothly and in a timely matter with the director and keep track of deadlines
- Create and update the projects documentation of the office
- Coordinate with the research assistant the preparation of texts and speeches
- Coordinate with each division the advancement of projects and current tasks
- Coordinate with the Office of the Associate Director, Administration and Finance, the files of a confidential nature relating to the strategic planning and budgeting, organizational development, change management
- Harmonize research activities and administrative timelines in the office of Director
- Prioritize the work of an Assistant when required



**Centre Canadien d'Architecture / Canadian Centre for Architecture**

**Required qualifications**

- Education: College or undergraduate degree in arts, communications or a relevant field; specialization in project management is an asset
- Number of years of relevant experience: 8-10 years in a position with a coordination component, including advanced administrative duties
- Very good knowledge of French and English, spoken and written, and a third language is considered an important asset
- Excellent knowledge of office computer softwares (Word, Excel, Visio, InDesign and other Office and Adobe software suites); any knowledge of WEB applications and Internet is an asset
- Ability to manage complex and sensitive administrative situations with tact, diplomacy and absolute discretion
- Solid planning and coordination skills
- Attention to detail and accuracy in the production of documents, filing and archiving
- Have a good sense of organization, prioritization and time management
- Have a general knowledge of the creative sector and artistic broadcast
- International experience is considered an asset

Please submit your application before March 28, 2017 to the attention of Human Resources, Canadian Centre for Architecture, 1920 Baile Street, Montreal (Quebec) H3H 2S6, email: [rh@cca.qc.ca](mailto:rh@cca.qc.ca), fax: (514) 939-7012. Only successful applicants will be contacted. Please do not call.

The CCA is an equal opportunity employer.