

French for the Future is looking for an  
**OPERATIONS COORDINATOR**

French for the Future is a not-for-profit organization that promotes Canada's official bilingualism and the immediate and lifelong benefits of learning and communication in French to students from grades 7 to 12 across Canada. For more information on French for the Future, please visit our website: [www.french-future.org](http://www.french-future.org).

**RESPONSIBILITIES**

- Oversee and coordinate the organization's administrative and financial activities;
- Coordinate the development of detailed budgets;
- Establish financial reports while continually updating cost forecasts and revenues for the current and future financial years;
- Prepare monthly, quarterly, and annual reports, and provide additional information that will help the organization's decision-making process;
- Coordinate Local Forums (preparation of contracts, follow-up of logistics and programming, liaise with Local Coordinators and suppliers, conduct sponsorship applications);
- Assist with human resources management;
- Manage supplier payments;
- Manage donations and revenues;
- Follow-up on expense reports;
- Organize meetings and travel arrangements for personnel and the Board of Directors;
- Manage general correspondence;
- On occasion, translate and review short texts;
- Maintain filing systems up to date;
- Perform other administrative duties, including budgetary and accounting tasks.

**QUALIFICATIONS**

- Work experience in an administrative setting
- University degree or college diploma in a relevant field
- Bilingualism (French/English) is necessary: strong oral and written communication skills in both languages;
- Required technological skills : Microsoft Office (Outlook, Word, Excel, PowerPoint);
- Detail-oriented and a regard for the quality and accuracy of language;
- Ability to manage multiple tasks and projects;
- Possess excellent interpersonal and organizational skills;
- Adaptable and able to work well within a team;
- Motivated with a track record of taking initiative;
- Available to travel for short periods of time within Canada, once or twice per year.

## **ADDITIONAL CRITERIA**

- Candidates must legally be entitled to work in Canada.

## **TERMS OF EMPLOYMENT**

- Permanent, full-time position
- 35 hours per week
- Salary range : \$42,000 to \$50,000
- Full-range of benefits after 3 months
- Start date: January 2, 2012

## **HOW TO APPLY**

Please send a resume as well as a cover letter written in French before 5 pm on December 13<sup>th</sup>, 2011 to Myriam Lafrance, Executive Director. Please indicate "Operations Coordinator" in the subject line.

**Email:** mlafrance@french-future.org

**Fax:** Local number : 416 203-1369  
Toll-free number : 1 866 506-7589

While we thank all applications for applying, only candidates selected for an interview will be contacted.

French for the Future is committed to employment equity and encourages applications from all qualified candidates.