



Assistant to the Director General of the Association of Jewish Day Schools (AJDS) (full time position for a 1 year maternity leave replacement starting August 1st, 2018)

Job summary

The incumbent is responsible to collaborate with the Director General in the selection, organization and management of critical pedagogical and operational dossiers within the Jewish schools system of Montreal.

Duties

- Assist the Director General in the selection, organization and management of critical pedagogical and operational dossiers.
- Manage email correspondence and produce various memos, letters, minutes, documents and reports.
- Organize and coordinate all professional development provided to AJDS member schools.
- Act as resource person for internal and external communications specifically with government offices of the Ministry of Education.
- Manage relationships with service providers and members to ensure timely invoicing and payment and to provide support as required.
- Maintain the electronic accounting system for the Association.
- Oversee the Association's operating budget and ensure accurate and timely reporting.
- Attend and record evening Board of Directors and Executive Committee meetings as needed.
- Ensure timeliness of the information on the web site of the Association.
- Responsible for special projects as required.
- Assume all clerical functions as required.

Education, Knowledge and Skills

- A University degree in Business Administration preferred with relevant field experience.
- Minimum 3 years' experience in a multi task environment with tight scheduling and lead times.
- A self- starter able to work with minimum supervision or general guidance and instructions.
- Process-oriented coupled with strong organization skills, including attention to detail and follow up.
- Good communication, writing and proof reading skills in English and French.
- Excellent interpersonal skills and ability to establish, develop and maintain relationships with multiple stake holders.
- Knowledgeable in the use of technology and advanced knowledge of Microsoft office Suite (Word, Excel, PowerPoint, Outlook etc.).
- Familiarity with or knowledge of Jewish schools environment an asset.

- Familiarity with or knowledge of QuickBooks an asset.

Application Procedure

Interested candidates may submit their resume along with a cover letter to Sidney Benudiz by email at sidney.benudiz@aidsmontreal.org, before March 30th, 2018.

We thank all candidates for submitting their resumes. Only those selected for interviews will be contacted.