



## Operations Coordinator

The operations coordinator will report to the CUTV Board of directors and will work closely with the Community Engagement Coordinator and the Equipment and Spaces Coordinator.

### **Responsibilities:**

- Financial management of CUTV
  - creating and maintaining quarterly budgets, managing expenses and ensuring that CUTV is maintaining good financial standing
  - Working alongside CUTV's accounting service (Populus) and giving regular updates to the CUTV treasurer and bookkeeper
- Fundraising and Grant Writing
  - Maintaining CUTV's pre-existing grants and funding streams
  - Researching and applying for new grant opportunities that CUTV is eligible for
- Administrative coordination of CUTV's journalistic activities
  - Helping to maintain a production schedule to ensure that CUTV meets its programming requirements
  - Working with CUTV journalists to ensure that they have the necessary resources to produce content
  - Assisting the community engagement coordinator with volunteer production when necessary
- Helping to supervise staff and interns
  - Checking in regularly with all staff and ensuring that the different teams at CUTV are functioning smoothly
  - Helping to facilitate staff meetings and making sure that meeting minutes are adequately archived
  - Creating and properly managing staff and intern contracts
  - Coordinating internships with Concordia organizations (such as Work Study Placement and Beat the Odds) and external organizations (such as Canada Summer Works)
- Reporting to the CUTV board of directors and ensuring that:
  - CUTV is meeting its mandate as a non profit organization
  - Maintaining CUTV's existing grassroots media portfolio

- Assisting the equipment coordinator when necessary and helping to oversee the equipment rental and production services at the station
- CUTV is adequately assisting its membership and representing the democratic will of members
- Completing key administrative tasks, such as:
  - Maintaining regular email correspondence with populus (CUTV's bookkeeping service) and the Concordia administration, such as the Dean of Students
  - Helping to write the CUTV annual report and organizing the CUTV AGM
  - Helping to oversee CUTV communications with members, including email newsletters, website updates, social media posts, and all other public correspondence
- Working alongside the board of directors and CUTV staff to create and execute long term planning for the organization
  - Assisting with visioning meetings and helping to create effective strategies to ensure CUTV meets its mandate
- Contribute to a welcoming, educational and supportive environment for CUTV members

**Key skills include:**

- Experience working in a non-profit and familiarity with non-profit structure
- Management experience
- Knowledge of video production, visual journalism and/or filmmaking
- Administrative experience
- Financial literacy

**The ideal candidate will be:**

- Highly organized, punctual, and able to multi-task on several different projects
- Passionate about grassroots media and helping to further CUTV's mandate
- Able to help mobilize CUTV members and grow the stations membership base while ensuring that pre-existing members and staff are able to participate adequately in station activities
- Community oriented and passionate about social justice and the intersections of media, story-telling and advocacy
- Familiar with the Concordia fee levy landscape and student organizing culture

**Salary:** \$25-28/hr at 35 hours per week.

To apply, please send a one page cover letter and CV to [jobs@cutvmontreal.org](mailto:jobs@cutvmontreal.org).  
The deadline for applying is **Monday, August 11 at midnight.**