



## 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.

CUTV is a Community TV station based on Concordia University's downtown campus. We are an independent media organization that focuses on grassroots journalism and covering underreported issues in the Concordia and Montreal community. We also assist students and Montrealers in making video content, and have an AV equipment lending library, studio rentals, and many other resources to assist in video production.

### **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 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
- Helping to supervise staff and interns
  - Checking in regularly with all staff and ensuring that the different teams at CUTV are functioning smoothly
  - Work with the staff to establish tasks and goals, and check-in on their outcomes.
  - Bottomline staff check-in interviews each semester, working with staff members and the board to ensure that this happens
  - Support the staff as the first point of contact for interpersonal tensions and professional conflicts
  - Helping to facilitate staff meetings and making sure that meeting minutes are adequately archived
  - Creating and properly managing staff and intern contracts
  - Coordinating internships and subsidy plans with Concordia organizations (such as Work Study Placement and Beat the Odds) and external organizations (such as Canada Summer Works, Local Journalism Initiative)

- Work with all departments to ensure consistent running of the station, including but not limited to assisting with the equipment depot, volunteer coordination and outreach activities, and supporting journalism and archival activities
- Reporting to the CUTV board of directors and ensuring that:
  - CUTV is meeting its [mandate](#) as a non profit organization
  - Maintaining CUTV's existing projects and output of grassroots media
  - CUTV is adequately assisting its membership and representing the democratic will of members
  - Working alongside the board of directors and CUTV staff to create and execute long term planning for the organization
  - Organising visioning meetings and helping to create effective strategies to ensure CUTV meets its mandate
- Completing key administrative tasks, such as:
  - Maintaining regular email correspondence with CUTV's bookkeeping service and the Concordia administration, such as the Dean of Students
  - Ensuring that CUTV meets its legal obligations
  - Helping to write the CUTV annual report and organizing the CUTV AGM
- Contribute to a welcoming, educational, functional, and supportive environment for CUTV members

**Key assets include:**

- Experience working in a non-profit and familiarity with non-profit structure
- Management experience
- Experience working or organising in a non-hierarchical environment
- Administrative experience
- Basic financial management
- Knowledge of video production, visual journalism and/or filmmaking
- Grantwriting experience

**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:** \$26-30/hr (based on experience) at 30 hours per week.

**Workplace:** CUTV's offices are on the fourth floor, and are accessible only via stairs. Computers are available for use in-office. This position is expected to be in person three days per week, with some hybrid flexibility.

To apply, please send a one page cover letter and CV to [jobs@cutvmontreal.org](mailto:jobs@cutvmontreal.org). The deadline for applying is **May 24, 2026 at midnight**.

We recognize that experience in these fields can come from a variety of places, and we welcome applications from people with skills developed outside of traditional institutions.