



Employment opportunity
Administration and accounting
Temporary (approx. 3 months), full time (approx. 35 hours per week)

Job description

The Foundation is a fast-paced, innovative organization seeking a highly dynamic, resourceful, and flexible person skilled in accounting and administration to join its highly productive team. Reporting to the Executive Director, the individual will also work with the external accountant and other members of the team. Duties will include: data entry, reporting, correspondence, development of documents, as well as coordination, follow-up, filing, and other tasks related to the administration of grants and awards, programs, finances, and operations of the Foundation.

The immediate need is for a duration of approximately three months. The Foundation will then re-assess its needs and staffing in terms of administrative personnel. The position is to be filled as soon as possible.

Required profile and skills

- Education in a relevant discipline (accounting/ finance and administration)
- Bilingualism (English and French)
- Mastering of the Office suite, QuickBooks, and other databases
- Precision, organization, resourcefulness
- Autonomy and sense of initiative
- Management of time, multiple priorities
- Full contribution to a small team

To apply

If your experience and education match this profile and you would like to become a member of our team, please send a cover letter and a curriculum vitae to ecomtois@trudeaufoundation.ca by May 12 at 5 p.m. at the latest. Only candidates selected for an interview will be contacted. We are an equal opportunity employer and welcome applications from all qualified candidates.

About us

The Pierre Elliott Trudeau Foundation is an independent and non-partisan charity established in 2001. By granting doctoral scholarships, awarding fellowships, appointing mentors, and holding public events, the Foundation encourages critical reflection and action in four areas important to Canadians: human rights and dignity, responsible citizenship, Canada's role in the world, and people and their natural environment. For more information, please visit: www.trudeaufoundation.ca.

Une version française de cet affichage est disponible à l'adresse suivante : www.fondationtrudeau.ca.