



Employment Opportunity – Event Coordinator

French for the Future is a non-profit, student-centered educational programme which encourages and promotes linguistic duality in Canada by highlighting its positive social and career benefits and by forging linguistic and cultural links among students of secondary school age who are enrolled in French first and second language courses.

The Local Annual Forums of French for the Future offer a unique blend of interaction, dialogue and education. Consisting of workshops, plenary sessions and forum discussion groups, participants learn the career benefits of continuing bilingual education while relating with bilingual professionals from a variety of career paths.

French for the Future is seeking a coordinator for its Montreal forum, which will take place on April 24th, 2007. The Local Coordinator reports to the Local Chair and to the National Coordinator. The National Coordinator provides the national directives with respect to the annual local forums.

Duties and Responsibilities:

The Local Coordinator has duties, which include but are not limited to:

- Coordination of school and student participant recruitment, speaker recruitment, workshop and plenary session development, as well as all logistical details associated with the event
- Administrative support to the Local Chair and coordination of planning meetings
- Event budget preparation, expense tracking, committed funds reporting
- Fundraising and In-kind donation tracking and reporting
- Liaison with National Coordinator with regard to event logistics progress reporting
- Additional duties to be agreed upon at any time by both parties

Qualifications:

- Excellent oral, written, presentation, public relations skills in English and French.
- A proven ability to multitask and work collaboratively with persons from diverse backgrounds
- A proven ability to be a self-starter who requires little supervision and can excel under pressure and who possesses solid technological skills

Location: CPF-Québec office (many duties can be completed remotely)

Period of opportunity: Dec 15th, 2007 - May 15th, 2007 (part-time flexible schedule that intensifies as the local forum nears)

Salary: \$5,500 with additional incentives based on performance

Please send a detailed resume and cover letter by e-mail to:
Max Cooke, CPF-Québec Executive Director mcooke@cpf.qc.ca

Deadline for applications: Wednesday, December 6th at 3:00pm

For more information about French for the Future, please visit their website at:
<http://www.french-future.org/>