

## **Operations & Programs Coordinator** **Montreal, QC (Hybrid)**

The [Graham Boeckh Foundation](#) (GBF) is a private family foundation advancing large-scale collaboration and impact in youth mental health across Canada. Our work focuses on philanthropic collaboration and transforming service systems, with a strong focus on [Integrated Youth Services](#) which is rapidly scaling up across the country. We are also working in the areas of prevention and resilience, as well as specialized mental health services.

We are a small, highly collaborative team working in a fast-paced environment to achieve an ambitious vision. We value initiative, clarity, and follow-through, and rely on each other to take ownership, continuously improve, and help move complex and innovative work forward.

We are seeking a highly organized, proactive **Operations & Programs Coordinator** who thrives in a dynamic environment and enjoys being a central coordination hub across operations, programs, grants, technology and communications. This role is well-suited to someone who is equally comfortable executing detail-oriented work and improving the systems that support it. You will work closely with the leadership team and take ownership of key workflows while improving how work gets done across the organization.

This role offers growth potential, with opportunities to expand into broader operational or program leadership over time.

### **Role Overview**

This role sits at the centre of GBF's day-to-day operations, ensuring priorities move forward on time, systems are reliable, and teams can focus on strategic work without operational bottlenecks.

The role is organized around three core areas:

#### **1. Operations and Coordination**

- Coordinate meetings, convenings, and webinars (virtual and in-person)
- Prepare materials for Board of Directors and key stakeholder meetings (e.g., agendas, presentations)
- Maintain visibility into priorities, timelines, and deliverables
- Track grant payments, reporting deadlines, and milestones
- Support scheduling, logistics, and cross-team coordination

#### **2. Programs and Grants Support**

- Coordinate grant processes, including tracking, reporting, and documentation
- Maintain accurate records of grants, workflows, and approvals, and stay up to date on active grants
- Serve as a point of contact for general grant inquiries, as necessary
- Assist with preparation of internal updates, summaries, and briefing materials
- Contribute to special projects and cross-cutting initiatives

#### **3. Communications and Information Systems**

- Coordinate preparation of newsletters, presentations, and external-facing materials
- Maintain website and communications platforms
- Support stakeholder communications and contact management systems
- Maintain and improve internal enterprise information systems (e.g., Notion, with AI and visualization capabilities)
- Identify and implement improvements to processes, tools, and coordination systems

**Further responsibilities or tasks may emerge to support the Foundation's evolving work in mental health.**

### Who You Are

You thrive in dynamic environments where priorities shift, and clarity is created through action. You are:

- Highly organized with exceptional attention to detail
- Proactive and solution-oriented - you anticipate needs, identify gaps, and take initiative
- Comfortable working in ambiguity and helping define how work gets done
- Skilled at prioritizing and managing competing demands
- A clear, concise communicator with strong writing skills
- Collaborative, but also highly effective working independently
- Motivated by learning, systems improvement, and meaningful work in youth mental health
- Comfortable working in a small, fast-moving team environment
- Someone who brings a positive, can-do attitude

### Skills & Experience

- 3+ years of relevant experience in operations, coordination or program support
- Strong project coordination and organizational skills
- Demonstrated ability to manage competing priorities
- Excellent written and verbal communication skills, and ability to communicate effectively in English and French
- Comfort working with digital tools (Microsoft Office required; familiarity with or willingness to learn Notion, Mailchimp, WordPress, Zoom/WebEx)
- High level of professionalism, accountability and reliability
- Must be legally authorized to work in Canada at the time of application

### Assets (Nice to Have)

- Experience in philanthropy, nonprofit, or social impact sectors
- Exposure to grants management or program delivery
- Familiarity with communications tools (Mailchimp, WordPress)
- Experience with basic financial tracking or reporting

### Why Join GBF

- Meaningful work contributing to pan-Canadian impact in youth mental health and systems change
- A small, collaborative team where your contributions are visible, valued and influential
- Opportunity to shape and improve how the organization operates
- Flexible, hybrid work environment in downtown Montreal with office presence required approximately 2-3 days per week (with some flexibility depending on team needs)
- A role with potential to grow into broader operational or program leadership

### Compensation

- \$70,000 – \$85,000 CAD, commensurate with experience
- Benefits package, including medical/dental insurance, vacation, a week off between Christmas and New Years, and flexible work arrangements

The compensation range reflects the breadth of the role while also recognizing the opportunity for growth in scope and responsibility over time.

### To Apply

Please submit your CV (max two pages) and a brief cover letter outlining your interest to:

[info@grahamboeckhfoundation.org](mailto:info@grahamboeckhfoundation.org)

Applications will be accepted until a suitable candidate is found.