

## About NABS-BEC

Le BEC (NABS-BEC) is a charity supporting professionals in Quebec's advertising and media industries. Since 2003, we've provided critical support through financial assistance, career development, and wellness programs. As a division of NABS, active across Canada since 1983, our work is funded by private donors and media partners.

## Position: Fundraising and Communications Coordinator

We're looking for a proactive, bilingual (FR/EN) individual to join our Quebec team. Reporting to the Regional Director, you'll support fundraising and promotional efforts to enhance our programs and services. This is a full-time, hybrid role offering professional growth, collaboration with industry leaders, and the chance to make a direct impact in our industry.

## Responsibilities

### Fundraising:

- Coordinate regional campaigns, signature and 3<sup>rd</sup> party events, and Champions programs.
- Manage budgets, schedules, and event logistics.
- Engage with donors, volunteers, and committees.
- Support sponsorship proposals and track expenses.

### Communications:

- Execute regional promotional plans in alignment with national goals.
- Provide translations, website updates, social media, and media outreach, as directed by National Communications team

### Administration:

- Maintain databases, schedule meetings, and provide administrative support.
- Collaborate with national and regional teams.
- Coordinate and facilitate advisory board meetings.

## Qualifications:

- Fluency in French and English (written and spoken).
- 2+ years in non-profit, project coordination, advertising or related fields.
- Fundraising experience a definite asset.
- Strong organizational, interpersonal, and social media skills.
- Valid driver's license and access to transportation.
- Experience with tools like Donorbox, Zeffy, or Canva is a plus.

## Details:

- Salary: \$45,000–\$55,000 + benefits.
- Vacation: Two weeks + Holiday break.
- Hybrid work model with weekly in-person meetings in downtown Montreal.

**Apply:**

NABS-BEC is an equal-opportunity employer. We value inclusion and diversity in our workplace and encourage all qualified candidates to apply.

Send your résumé and cover letter to **Rachelle Houde Simard** at [rachelle@bec-nabs.org](mailto:rachelle@bec-nabs.org).

Application deadline: January 13, 2025.