

mmode

Task Force Coordinator for the Metropolitan Fashion Cluster

Launched in May 2015, mmode, the Metropolitan Fashion Cluster, is a non-profit organization whose mission is to improve the competitiveness of Québec's fashion industry and contribute to its growth by acting as the main platform for exchange and collaboration for the industry's ecosystem.

POSITION SUMMARY

The mmode Cluster is seeking a Task Force Coordinator who will help the organization achieve its objectives and carry out its many projects related to the four mmode Priorities (Industry Image, Workforce, Innovation and Export), which have been strategically determined in order to address the industry's main challenges.

Working closely with and under the supervision of the Task Force Manager, the Task Force Coordinator is responsible for the day-to-day coordination of the mmode Cluster's Priority Projects, assists the management team and provides support for the organization's administration and ongoing development.

RESPONSIBILITIES

- Assist management in administrative duties
- Assist in strategic planning and in organizing Task Force activities
- Follow up on actions taken
- Maintain effective relations with mmode Cluster members
- Prepare background material for Task Force meetings and activities
- Keep project schedules and activity budgets up to date
- Plan the necessary meetings and visits
- Write up meeting reports
- Support our partners in carrying out activities related to our Task Forces
- Prepare material for presentations
- Support mmode Cluster members in their requests and keep them informed
- At management's request, conduct research, gather information and draw up reports

SKILLS AND QUALIFICATIONS SOUGHT

- Desire to work in a non-profit organization and be associated with its objectives and mission
- Research skills, analytical capability and capacity for synthesizing
- Organizational ability, self-sufficiency, initiative, versatility and resourcefulness
- Professionalism, dynamism and ability to work in teams

- Ability to work under pressure, manage different priorities and adapt to change
- Ability to multitask and manage several projects at once, while still meeting deadlines
- Attention to detail, meticulous in performing duties and respect for confidentiality

REQUIREMENTS

- University degree in management or field of study appropriate for the job
- Minimum of two years' experience in administration and/or fashion industry development and/or project management
- Familiarity with Mac environment, Google interfaces and Microsoft Office suite
- Availability to occasionally work mornings, evenings and weekends for events and meetings
- Bilingualism and excellent communication skills, both written and oral

ASSETS

- Knowledge and experience in the fashion industry
- Knowledge of the operation of government programs
- Knowledge of the operation of metropolitan industrial clusters

JOB CONDITIONS

Full-time:	40 hours/week Monday to Friday, normal working hours
Starting date:	February/March 2017
Salary:	According to level of experience
Place of work:	Montréal, downtown

Does this challenge interest you?

APPLICATION PROCESS

Please submit your résumé and letter of interest
by Thursday, February 2, 2017, 5 p.m.

by e-mail, in PDF format, to: **info@mmode.ca**