

**OPERATIONS MANAGER** (Annual contract with flexible hours)

**The Link Publication Society Inc. is looking for an Operations Manager**

July, August: 28h/week (4 days/week)

Sept., Oct., Nov., Jan., Feb., Mar., April: 21 hours/week (3 days/week);

May, June, Dec.: 14h/week (2 days/week)

With occasional hours outside of regular hours

Salary: \$26.00/hr + vacation (8%)

**Tentative start date: July 18, 2022**

*The Link Publication Society (The Link)* is an independent, student-run, not-for-profit, multiplatform publication at Concordia University in Montreal, Quebec.

The Operations Manager is responsible for working with *The Link's* editorial staff, volunteers, Alumni and Board of Directors in order to support the achievement of the publication's mandate both on and off the page.

The Operations Manager oversees the general production and daily clerical tasks of the publication and outreach strategy.

The ideal candidate will work closely with the Editor-in-Chief and Coordinating Editor to oversee the recruitment of new contributors and enforce the publication's policies and bylaws.

The Operations Manager will also lead new and ongoing initiatives for staff and volunteer development, as well as maintain outreach with the Society's alumni.

The Operations Manager provides continuity and support to all Society initiatives.

Coordinate with the Editor-in-Chief and Coordinating Editor in developing readership campaigns, outreach and marketing initiatives, and public events to enhance *The Link's* brand and presence on and off campus.

**Duties and Responsibilities:**

- Oversee the recruitment of new contributors by addressing relevant academic departments and local groups, creating house ads, etc.
- Coordinate with the Editor-in-Chief and Coordinating Editor in developing readership campaigns, outreach and marketing initiatives, and public events to enhance *The Link's* brand and presence on and off campus.
- Create, implement and enforce the production schedule with the Editor-in-Chief and Coordinating Editor.
- Help organize promotional merchandise in time for fall semester with the Editor-in-Chief and Creative Director.
- Help the Editor-in-Chief, with masthead collaboration, in coordinating *The Link's* workshops, speaker series and guest editor events.
- Write copy for ads for *The Link's* workshops, speaker series and guest editor events, as well as the copy for Facebook events.
- Liaise with local groups to co-organize media-related events.
- Help the Coordinating Editor manage social media platforms for outreach purposes.
- Work with special issue's coordinators to advertise and foster collaboration for special issues.
- Help manage the newspaper with editors to ensure smooth production (i.e. ensure copy, art received on time and ensure pages are sent to the printer).
- Ensure that the Editor-in-Chief creates an archive of the print issue's content.
- The Operations Manager also has the responsibility of supporting *The Link's* production team when positions become vacant.

**Other Duties:**

- Sit as *ex officio*, secretary-treasurer non-voting member of *The Link's* Board of Directors
- Report on all issues that may be of interest to the Board. Advise the Board on human resources matters.
- Provide input on feasibility and fit of new initiatives and programs.

**Requirements:**

- Be organized, team-oriented, able to coach, collaborate and supervise;
- Skilled in project management;
- Ability to work autonomously while being part of a larger team;
- Show commitment to social justice;
- Have experience running outreach campaigns;
- Have experience working in a student-run organization or other non-profit group.

**Assets:**

- Bilingual: Written French and English;
- Familiar with Concordia University, its institutions, and the campus milieu;
- Strong communication skills;
- Self-motivated;
- Ability to work with volunteers;
- Have management experience.

**Working Hours:**

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*The Link* is committed to equity in its policies and practices. We support diversity in teaching, learning and work environments. We encourage applicants to describe the unique contributions that they, as individuals with diverse experiences, would bring to *The Link* in their cover letter. Please also indicate that you would like to be considered for Employment Equity.

**Application:**

Please submit your resume, with a cover letter, by Thursday, June 30, 2022 at 5:00 P.M. to [secretary@thelinknewspaper.ca](mailto:secretary@thelinknewspaper.ca)

Interviews will be between July 4 and 7, 2022.

Only selected candidates will be contacted.

View the full job description here: [https://thelinknewspaper.ca/pdf/policies/TheLink\\_OM\\_Job\\_E.pdf](https://thelinknewspaper.ca/pdf/policies/TheLink_OM_Job_E.pdf)