

Centennial is an independent, bilingual, secondary school that strives to empower young people to conquer the challenges of learning. We provide a supportive and inclusive environment in which young people can learn, progress and succeed. We help students with learning challenges become autonomous, resilient, life-long learners.

Our vision: To become the preeminent school that empowers learners to conquer the challenges of learning.

We are early adopters of the Universal Design for Learning (UDL), a scientifically-driven educational framework that addresses the main barrier to learning: an inflexible, one-size-fits-all approach to teaching. UDL reaches all types of learners, by providing multiple means of representation, expression and engagement. As firm believers in UDL, we aim to be academically and socially inclusive and strive to make learning both accessible and meaningful.

At Centennial, teachers are working collaboratively in alignment with the mission and are part of the problem solving team in a routine and predictable environment to ensure students develop successful learning behaviors. Centennial employees share the following common skills: team oriented, flexible, lifelong learners, personally balanced, neutral and professional at all times and transparent communicators.

Centennial is currently seeking candidates for the following teaching positions (must hold a Quebec teaching permit):

Advancement and development coordinator

All applications should be sent to humanresources@centennial.qc.ca. Bilingual candidates have priority and only those applicants who are selected for an interview will be contacted.

Advancement and Development coordinator

Reporting to the Assistant-Head of School – Finance and Administration, the coordinator of Development will be responsible for running the Centennial Annual Fund, the CAF Leadership prospects portfolio, and the Alumni Relations and Parent Relations Programs.

Responsibilities:

- Coordinate the fundraising material design, editing and production.
- Coordinate and implement fundraising and philanthropic campaigns and strategies.
- Maintain Centennial Academy, College and Foundation databases, web and various social media sites.
- Increase Centennial Academy and College visibility toward our donors.
- Cultivate Centennial community relationship (bulletin, events, graduation, etc.)
- Lead programs and alliances to attract new donors.
- Maintain and update a photo and video library of Centennial Academy and College activities and programs.
- Assist the director editing various communications.
- Maintain and increase relationships with target channels.
- Reinforce Centennial Academy and College reputation in the community.

This also includes: boardroom reservation, invitations, coordination, inscription, meals and breaks logistic, mailing and shipping of documents, follow up, reports, evaluation.

The incumbent of this position will work closely with the Database manager and the enrollments department.

Required skills of the ideal candidate:

- University degree in administration or communication.
- Fluent in French and English written and spoken.
- Experience with events planning and coordination.
- Computer experience in Microsoft Office and familiarity with computer systems and databases (knowledge of Raisers Edge or ProDon an asset).
- Experience with web sites and web tools maintenance.

Other skills required :

- Experience in coordinating promotional material design and production.
- Experience in setting up alliances and fundraising campaign/events.
- Experience with the coordination community or education projects.
- Superior interpersonal skills with a variety of constituents.
- Available evenings and weekends (meetings, events...)
- Innate sense of philanthropy combined to a capacity to recruit and mobilise a committed volunteer team.