

# Job Offer



## **Communications and Parent Support Officer**

About Centennial Academy: Located in downtown Montreal, Centennial Academy is a leader in inclusive education dedicated to helping young people overcome their learning challenges, become autonomous and resilient learners, and graduate on time. This bilingual (French and English) private secondary school is the first institution to adopt Universal Design for Learning (UDL), a scientifically-based educational framework that addresses the main obstacle to learning: a rigid and one-size-fits-all approach to teaching. We create a safe learning community, use inclusive teaching practices, adhere to supportive systems and structures, teach our students how to learn, and prepare them for life.

**Job Description:** We are seeking a full-time Communications and Parent Support Officer. This position is ideal for an organized and versatile individual who can manage tasks related to internal and external communications while providing administrative support to parent services.

Status: Permanent position

Schedule: Monday to Friday

Salary Range: Based on experience

Desired Start Date: As soon as possible

### **Responsibilities:**

#### **Communications Tasks:**

- Write and revise internal communications (announcements, updates, invitations, etc.) in French and English.
- Create and send newsletters to parents using a dedicated platform (Mailchimp).
- Design visuals using Canva to accompany communications.
- Manage the school's social media accounts to enhance online presence and promote initiatives.
- Participate in content planning for various platforms.

**Parent Services Tasks:**

- Respond to parent inquiries and provide clear, accurate information in a timely manner.
- Coordinate and manage incoming emails from parents, ensuring efficient and prompt follow-up.
- Collaborate with teachers, learning development coaches, and admissions staff to relay necessary information and coordinate communications between families and the school.
- Maintain regular communication between parents and school staff to proactively and effectively address family needs.
- Attend relevant meetings with the concerned departments.

**Requirements:**

- Impeccable proficiency in French and English, both written and spoken.
- Experience in writing communications and creating newsletters (asset).
- Design skills using Canva.
- Strong organizational skills and ability to manage multiple tasks and priorities independently.
- Excellent interpersonal communication skills.
- Experience in customer service or an administrative role.

**What We Offer:**

- Group insurance
- Dental insurance
- Disability insurance
- Life insurance
- Contributions to a favorable retirement plan
- Telemedicine services
- Employee assistance program
- 6 weeks of vacation per year

**To Apply:** Send your resume to [humanresources@centennial.qc.ca](mailto:humanresources@centennial.qc.ca)