



Operations Coordinator (Québec)

September 2026

The **Great Lakes and St. Lawrence Cities Initiative / Alliance des villes des Grands Lacs et du Saint-Laurent** is a leading multinational coalition of municipal and Indigenous leaders committed to driving economic prosperity while safeguarding the freshwater resources of the Great Lakes and St. Lawrence River Region. Joining our team means stepping into a vibrant, fast-moving environment where you'll collaborate directly with mayors, senior municipal officials, and other influential decision-makers—alongside Canadian and American colleagues passionate about making a real difference.

We are seeking a dynamic and resourceful **Operations Coordinator** to support our growing Québec presence. This position is central to delivering our mission in the province through exceptional event coordination, active member engagement and recruitment, partner relations, revenue development, and high-quality bilingual communications. The Operations Coordinator will report directly to the Canada Policy and Public Affairs Senior Manager and work closely with the Development Manager on fundraising activities. This is a full-time, fully remote one-year contract position.

If you are ready to put your skills to work to advance the interest of one of North America's most important economic regions and a globally significant freshwater resource, **we want to hear from you.**

The **preferred start date is September 2026**. The **deadline to apply for this position is August 2, 2026**. We thank all candidates in advance for their application, but only those contacted for an interview will receive a reply.

MAJOR DUTIES AND RESPONSIBILITIES

Event Planning and Coordination (40%)

The Operations Coordinator will play a hands-on role in the planning and execution of Québec-based and nationally relevant events, including:

- Provide dedicated coordination and support for flagship events such as the Sommet sur le Saint-Laurent / Water Leaders Summit (Montréal), Fresh Coast Forum (Ottawa), and the 2027 Annual Conference (Québec City) — including logistics, delegate communications, and bilingual materials production
- Coordinate Québec Regional Advisory Council meetings, including agenda preparation, minutes, and follow-up on action items
- Support the identification and contracting of venues, vendors, and suppliers for Québec events
- Help drive Québec member participation in Cities Initiative events, including the Annual Conference
- Assist in managing event budgets, including tracking expenses and revenue and preparing and processing invoices
- Track event timelines and deliverables in coordination with the Canada Policy and Public Affairs Senior Manager and Operations team
- Support the marketing and promotion of Cities Initiative events through e-blasts, social media, and individual member outreach

Québec Member Relations and Recruitment (25%)

- Identify and prospect municipalities, Indigenous and First Nations communities, and other eligible members in Québec who are not yet part of the Cities Initiative
- Conduct outreach — including through calls, virtual and in-person meetings, and presentations — to engage prospective members and guide them through the recruitment process
- Plan member engagement events and roadshows for senior staff in Québec
- Prepare briefing notes for senior staff ahead of meetings with Québec members and stakeholders
- Support onboarding of new Québec members and ensure their early engagement with the organization's programs and commissions
- Maintain regular contact with existing Québec members to support retention and identify opportunities for deeper engagement
- Play a lead role in engaging municipal, economic, and environmental stakeholders and partners in Québec to support our members and policy work

Development and Fundraising Support (25%)

A core mandate of this position is to actively contribute to growing the organization's Québec revenue base through the following responsibilities and activities:

Sponsorships

- Research, identify, and solicit corporate and institutional sponsors for Québec events, including the Sommet sur le Saint-Laurent / Water Leaders Summit and the 2027 Annual Conference
- Help develop sponsorship packages and pitch materials in French and English, tailored to Québec-based companies and organizations in sectors such as water infrastructure, municipal services, clean technology, and professional services
- Attend fundraising meetings, take detailed notes for follow-up, and track opportunity progress
- Help cultivate ongoing relationships with sponsors to support multi-year partnerships and ensure fulfillment of sponsor benefits
- Coordinate with sponsors on the delivery and signing of partnership agreements and invoices

Fundraising Coordination

- Work closely with the Development Manager to support the organization's broader Canadian fundraising strategy
- Assist in identifying relevant prospects and contact information for identified prospects
- Draft communications and marketing material customization for fundraising prospecting
- Prepare and update documents and end-of-year reports for Québec donors to support renewal
- Track, measure, and report on fundraising objectives and milestones

Bilingual Communications and Translation (10%)

- Serve as the in-house French translation resource, reviewing and producing high-quality translations of member communications, event materials, press releases, newsletter content, and social media posts
- Ensure consistency and quality of the organization's French-language voice across all platforms and publications
- Contribute to drafting bilingual materials for events, policy briefs, and stakeholder engagement activities

KEY QUALIFICATIONS AND COMPETENCIES

Qualifications:

- Post-secondary degree or diploma, with a preference for communications, public relations, public affairs, or a related field

- Two to three years' experience in event coordination, member or stakeholder relations, fundraising support, or a comparable role in a nonprofit organization, association, or government environment
- Full professional bilingual fluency in French and English, with strong written and verbal communication skills
- Eligibility to work in Canada
- Willingness and ability to travel within Québec and occasionally elsewhere in Canada

Competencies:

- Strong organizational and project management skills, with the ability to manage multiple priorities under tight deadlines
- Demonstrated experience in or aptitude for revenue-generating activities such as sponsorship development or membership recruitment
- Strong interpersonal skills and comfort engaging with elected officials, senior municipal staff, and corporate partners
- Proficiency with standard office tools (Microsoft 365, project management platforms, CRM or contact management systems); knowledge of DonorPerfect or similar CRM considered a strong asset
- Familiarity with Québec's political, municipal, and civil society landscape is a strong asset
- Self-discipline to excel in a fully virtual work environment
- Creative thinking, sound judgement, and a collaborative spirit

SALARY AND BENEFITS

\$40,000 to \$50,000 CAD annually, contingent on qualifications with 12 federal holidays, three weeks of paid vacation, plus bonus paid time off during our annual holiday shutdown.

WORK LOCATION

This position is **fully remote**. Candidates must be based in the **province of Québec**.

HOW TO APPLY

Send a cover letter and a resume to Gabriel Alves, Canada Policy and Public Affairs Senior Manager, at admin@glslcities.org. The subject line should read "Coordonnateur des opérations – First and Last Name of Applicant."

Diversity Statement

The Cities Initiative is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

About the Great Lakes and St. Lawrence Cities Initiative / Alliance des villes des Grands Lacs et du Saint-Laurent

The Great Lakes and St. Lawrence Cities Initiative / Alliance des villes des Grands Lacs et du Saint-Laurent is a multinational coalition of municipal, First Nation, and Tribal government executives representing communities in the Great Lakes and St. Lawrence River Region who are working to promote economic prosperity in our communities and protect our fresh water for the benefit of current and future generations. With more than 425 communities represented, from Lake Superior to the Gulf of the St. Lawrence, the Cities Initiative is leading the way in advancing the environmental, economic, and social health of the region by addressing issues impacting its residents. The Cities Initiative is represented by two organizations operating out of the United States and Canada, though our work and many functions work across borders to support both organizations.