



Quebec Public Interest Group at McGill

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## Call for Applications: Working Groups & Community Research Coordinator (Full-time / Permanent)

The Quebec Public Interest Research Group at McGill University (QPIRG-McGill) is a student-funded non-profit organization that conducts research, education, and action on a variety of social justice and environmental issues at McGill and in the Montréal community. Since 1988, we've served to bridge the gap between the frequently isolated McGill community and the rest of the city, through the social and environmental issues that affect all of us.

### Program Description:

QPIRG-McGill is hiring one full-time Working Groups & Community Research Coordinator. We are looking for a dynamic, approachable, and resourceful community organizer to coordinate QPIRG's support programs and popular education events for students, activists, and researchers at McGill and beyond. This is a great role for someone who likes to work autonomously and has a lot of new ideas and initiatives for supporting grassroots organizing in Montréal.

### Contract Details:

Contract Length: 1 year (renewable)

Contract Start Date: October 2026

Payment: \$28.01/hr, annual 1% seniority increase & cost-of-living increase every September

Hours: 30 hours/wk

Benefits: Health insurance, 2 weeks of paid vacation (3 weeks after one year) + 2 weeks of paid vacation in December

Application Deadline: September 8, 2026, at 10:00am

**PLEASE NOTE:** This position requires working on some evenings and weekends.

### Working Conditions:

Our physical office space is open 4 days a week, and office coverage is negotiated amongst all current full-time staff, with the possibility to work from home about 50% of the time for each staff member. The position occasionally requires staff to be at events off-site. The office building has a ramp to access the first floor, but does not have automatic door openers. The bathrooms are not wheelchair-accessible. Our main office is located on the second floor and is not accessible to people with mobility issues, but we are able to offer office space elsewhere in the building to accommodate staff with this need. We are more than happy to discuss any other necessary

accessibility accommodations, so please reach out if you have questions: [info@qpirgmcgill.org](mailto:info@qpirgmcgill.org) or call us at 514-284-2664.

## Duties and Responsibilities:

### Program Coordination (30%)

- Coordinating QPIRG-McGill's working groups program; including coordinating the annual outreach and selection process, acting as the liaison between groups and the rest of the organization, supporting groups with logistical and financial matters throughout the year, and organizing resources, space, and trainings as needed.
- Coordinating QPIRG-McGill's community research projects; including assisting the Community-University Research Exchange Coordinator with program delivery, leading the selection process for summer stipend projects, and organizing educational events for community researchers.

### Administrative duties (30%)

- Providing support for the QPIRG-McGill Board of Directors, including preparing documents for Board meetings, organizing trainings for the Board, supporting Board development of new policies, and taking a primary role in coordinating the Annual General Meeting.
- Participating in collective office management and administration, including caring for our physical office space.
- Fulfilling QPIRG's mandate to function as a resource center by providing resources, referrals, information, training and workshops to allied student and community organizations.
- Sharing responsibility for conducting hiring processes, supervising and training summer staff and part-time staff alongside other core staff and Board of Directors.
- Liaising with allied student and community organizations in Montréal, such as GRIP-UQAM and QPIRG Concordia.
- Participating in various committees to support in organizing other QPIRG programming (eg. library committee, finances committee, popular education, etc.).

### Event organizing & staffing (40%)

- Initiation, coordination, and development, alongside other core staff, of QPIRG-McGill's annual event series (Culture Shock, Spring into Action, Rad Frosh)
  - Includes event logistics (room bookings, equipment rentals, hiring contract workers), staffing the events, and fundraising to cover costs as needed.

### A successful candidate will possess the following:

- Good understanding of the structure and day-to-day operations of non-profits and/or community organizations (ie. Board, staff, and volunteers);
- Excellent knowledge and awareness of political, social, economic, and environmental justice issues in Montréal and elsewhere;



- Commitment to the principles of QPIRG-McGill's mandate and proficiency in applying this to all levels of decision-making and organizing;
- Experience in and commitment to consensus/non-hierarchical decision-making;
- Ability to work with a broad range of people and political perspectives;
- Ability to work both autonomously and with others in a highly collaborative work environment;
- Ability to multi-task and to prioritize tasks in a busy and demanding work environment.

### Required Skills:

- Fluent in English (spoken and written)
- Experience in community organizing, mobilization, and activism (paid or unpaid)
- Experience in coordination, project management, and event planning
- Demonstrated experience and/or interest in grassroots community-based research
- Demonstrated organizational and communication skills, especially in a consensus-based environment
- Ability to use basic office administration software (GSuite and Slack)
- Experience facilitating workshops and meetings

### Assets:

- Proficient or fluent in French (spoken and written)
- Knowledge and participation in local community organizing
- Grant-writing and fundraising experience
- Knowledge of finances and budgeting
- Information technology and digital literacy
- Experience writing and revising organizational policy
- Familiarity with McGill University, its institutions, and the campus milieu
- Experience with conflict resolution and mediation

### How to Apply:

Fill out the application form and submit your CV [here](#) by Tuesday, September 8th at 10:00am. Please provide the contact information of 2 references from either professional or community contexts. Applicants are strongly encouraged to share any accessibility needs during the application process, and every attempt will be made to accommodate them.

We're grateful for your interest in this position and only candidates selected for an interview will be contacted.



## Employment Equity:

QPIRG values the contributions that individuals who identify as members of marginalized communities bring to our organization. We encourage Indigenous people, people of colour, people with disabilities, people identifying as 2SLGBTQI, women, immigrants and people from working class backgrounds to apply. We recognize that this list is neither exhaustive nor representative of the intersectionality present within each individual. We encourage these individuals to apply for these positions, and to describe their unique contributions in their applications. Please indicate in your proposal if you would like to be considered for employment equity (full policy available upon request).

