

# JOIN OUR TEAM

## POSITION DETAILS

Director, Finance and Administration  
Montreal based, although able work from home

## ABOUT CWY-JCM

CWY-JCM is an international nonprofit organization dedicated to the empowerment of young people. CWY-JCM collaborates with partners in Canada and around the world to create transformative learning experiences focused on building knowledge and leadership skills through participation in sustainable community-driven projects. For the next 10 years, CWY will focus on impact within the four key pillars: Empowerment and Experience for Indigenous Communities, Sustainable Livelihoods and Entrepreneurship, Empowerment of Young Women & Girls, and Environmental Sustainability

## POSITION OVERVIEW

In close collaboration with the President and CEO, the Director, Finance and Administration oversees all of the Finance, Administration, HR and IT activities in relation to the organization's mission and strategic objectives. As a member of the leadership team, contribute to the realization of CWY-JCM organizational priorities and sustainability, by sound management of CWY-JCM financial, administration, HR and IT resources and by the development and analysis of various reports necessary to decision making.

## REQUIRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in business administration, finance, accounting or equivalent
- Preference for accounting designation (CA, CGA, CMA)
- Seven (7) to ten (10) years of relevant work experience
- Bilingualism highly desired

## PARTICULAR WORKING CONDITIONS

- Montreal based, although able work from home

## TO APPLY

Please send your CV and cover letter via email at: [jmichel@cwj-jcm.org](mailto:jmichel@cwj-jcm.org). In the object of your email, you need to indicate the job title: Director, Finance and Administration.