



L'ASSOCIATION JAMAÏCAINE DE MONTREAL INC.  
JAMAICA ASSOCIATION OF MONTREAL INC.  
4065 JEAN-TALON OUEST, MONTREAL, QC H4P 1W6 TEL: 514.737.8229 FAX: 514.737.4861

## **ROLE DESCRIPTION: DIRECTOR 3 – INFORMATION TECHNOLOGY**

### **Role Summary**

The Board shall have full power and authority to manage and control the affairs of the Corporation and to formulate and implement its policies. In the Jamaica Association, Director 3 – Information Technology is tasked with roles as listed below.

### **Responsibilities and Duties**

- Manages technical equipment and IT
- Works with the 2<sup>nd</sup> Vice President on Operations
- Support Executive team
- Attend Board meetings

### **Qualifications and Skills**

- Excellent teamwork spirit;
- Positive attitude;
- Goal and results oriented

### **Benefits**

- A great work environment with potential to grow.

### **Terms**

- One year

### **Salary**

- None

Your cover letter should include the reasons why you feel that you are the best candidate for the role.