



ROLE DESCRIPTION:
1ST VICE PRESIDENT

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, the 1st Vice President is tasked with roles as listed below.

In the absence or incapacity of the President, exercises the powers and fulfills the functions of that role. Fulfills any additional functions assigned by the Board.

Responsibilities and Duties

- Director of Programs and Services
 - Oversees the running of the programs:
 1. Adult Basic Education program, 2. Au Futur Program, 3. Footsteps Program, 4. Food Bank, 5. Tax Clinic
 2. Seeks funding for other programs that include: 1. Canada Summer Jobs, 2. New Horizon Senior Program, 3. Youth Program
 3. Attends some Table de Famille meetings
 - Oversees the services and addition of new ones:
 1. Passport
 2. Information for the public
- Director of Public Relation & Communication
 - Creates messages for public consumption
 - Creates the quarterly newsletters (January, April, July, October)
 - Does media interviews in English and French on radio, in print and on television
- Director of Social Media
 - Updates social media sites that includes 2 Facebook sites & Instagram
 - Updates the company website
- Government Relations
 - Makes connections with politicians (federal, provincial and municipal) and government representatives for Jamaica, Canada and any other nationals & officials
- Chair of Committee – to be assigned by the President
- Chair of Membership committee
 - Oversees membership dues and paid members
 - Oversees the committee and collects ideas from members
 - Delegates tasks to members
- Signing Officer
 - Representative for the corporation and can sign cheques as well as make enquiries into matters related to the company banking
 -



**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

- Other tasks
 - Makes connections with community groups that include: Groups in Cote-des-Neiges (Jewish, Bengali, Philippino among others) and cultural,
 - Creates partnership with other community groups outside of cultural communities
 - Represents the Jamaica Association on the Caribbean Coalition Network of Montreal
 - Sits on the Events Committee and takes part in planning major events such as Jamaica Day, Heroes & Heroine Banquet

Qualifications and Skills

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

Benefits

- A great work environment with potential to grow.

Terms

- 2 years

Salary

- None

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

Phone: 514-737-8229 * Email: Info@jam-montreal.com

[Website: www.jam-montreal.com](http://www.jam-montreal.com) * [Facebook: www.facebook.com/jammontreal](https://www.facebook.com/jammontreal)