



ADMINISTRATIVE MANAGER - COMMUNICATIONS

The mission of Champlain College-Saint-Lambert is to foster the individual success of its students and their development as well-rounded, responsible and informed citizens of the world.

We're looking for an Administrative Manager - Communications for a full-time, one-year replacement position.

Position type: Full-time replacement

Schedule: 35 hours per week, Monday to Friday

Workplace: 900 Riverside Street, Saint-Lambert, Quebec

THE POSITION

Reporting to the Director of the Constituent College, the Administrative Manager - will assume responsibility for the day-to-day communications service of the College.

MAIN RESPONSIBILITIES

More specifically, the incumbent will assume the following responsibilities, among others:

- Manage internal and external communications;
- Produce a monthly bilingual campus newsletter;
- Create content for the college's website (Omnivox), and social media;
- Manage the department's day-to-day operations, including collaborating with other college departments and services.
- Support college events such as open houses, graduation ceremonies, and student galas.
- Manage and produce content for recruitment advertising campaigns for the Day Division and, as needed, for Continuing Education.
- Handle media relations.

SKILLS REQUIRED

- Excellent communication skills in French and English (written and spoken);
 - Ability to work independently with a hands-on approach;
 - A collaborative, respectful, and professional attitude.
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REQUIRED QUALIFICATIONS

Education and experience

- College diploma in an appropriate field of specialization or Bachelor's degree in a relevant field (asset), particularly in the areas of communications, journalism or marketing.

- Three (3) years of relevant professional experience;
 - Will require some evening and weekend work;
 - Experience using software such as Adobe Creative Suite, WordPress, and Canva is highly desirable;
 - Experience in French/English translation is an asset;
 - Experience in graphic design and photography is an asset.
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SALARY

In accordance with the provisions of the “Règlement déterminant les conditions de travail des cadres des cégeps” and the College’s Policy for management personnel for a Class 5 position, the salary range is between \$83 646 and \$111 524\$.

HOW TO APPLY

Please submit your curriculum vitae and cover letter electronically to: selectioncommittee@crcmail.net

We also invite you to consult the career section of our website by clicking on the following link:
Career - Champlain Regional College

N.B. Candidates will be required to undergo selection tests. If accommodation is required, please let us know. Only candidates selected for an interview will be contacted. Champlain College Saint-Lambert is an equal opportunity employer and invites applicants to self-identify as a member of a group covered by the Act respecting equal access to employment in public bodies.

Champlain College Saint-Lambert recruits on the basis of merit and is firmly committed to equity, diversity and inclusion within its community. We welcome applications from racialized persons/members of visible minorities, women, Indigenous peoples, persons with disabilities, ethnic minorities and persons of minority sexual orientations and gender identities, as well as all qualified candidates with the skills and knowledge to engage productively with diverse communities.

START DATE:	August 15, 2026
POSTING PERIOD:	July 6
END OF POSTING PERIOD:	July 21