

**OCTOBER 16, 2026**

**COORDINATOR, PROJECTS AND OPERATIONS – EDUCATION**

**POSITION NUMBER:** 00301491  
**POSITION STATUS:** Continuous, Full-Time  
**DIVISION:** Programming – Creation Distribution Marketing  
**DEPARTMENT:** Education  
**SALARY RANGE:** 06 (under review) – \$61,481 to \$75,545  
**UNION CATEGORY:** CUPE  
**FLEXIBILITY PROFILE:** Hybrid  
**LOCATION:** Montreal

Are you passionate about great storytelling, about exploring the issues that matter, about pushing the boundaries in new audiovisual experiences? So are we. As Canada’s public producer and distributor, the National Film Board has been telling the country’s stories and pioneering breakthroughs in virtually every field of audiovisual content since 1939. But to do this, we need a team that truly reflects the richness and diversity of Canada. If you’d like to be a part of this team—and part of the NFB’s incredible legacy—we’d love to hear from you.

**SUMMARY OF DUTIES**

Provides operational coordination for the Education team’s activities, projects and initiatives in support of the implementation of its strategic directions and the distribution of educational works and resources within schools. Works closely with internal teams and external partners to ensure alignment of activities, effective information sharing and appropriate follow-up on ongoing files and initiatives. Keeps planning tools up-to-date and contributes to the preparation of periodic reports and activity summaries. Provides administrative and logistical support to Education team members and supports their continuous-improvement initiatives to ensure the efficient, coordinated and consistent management of team activities.

**MAIN RESPONSIBILITIES**

- Supports Education team members’ projects and activities by coordinating planning, promotional activities and related follow-ups, and communications and distribution activities related to various initiatives.
- Monitors assigned activities and deliverables, identifies operational issues and follows up with stakeholders as required to ensure deadlines are met and deliverables are completed.
- Identifies the actions required on digital platforms to support the publication of works in accordance with the Programming Committee’s directions, strategies and release schedules, and implements the necessary updates to viewing channels, promotional carousels and other platform features.
- Coordinates the operational implementation of the Programming Committee’s directions, including monitoring requests for content publication, integration and updates across NFB platforms.
- Coordinates and organizes follow-up meetings, prepares agendas, tracks action items and facilitates the effective flow of information among stakeholders.
- Develops and maintains tracking tools, dashboards and other management mechanisms to support monitoring of the team’s activities; collects, structures and consolidates relevant data and information, and contributes to the preparation of periodic reports and activity summaries.
- Coordinates the preparation and follow-up for equipment and material purchase requests for the Education team, as well as the preparation of contracts for suppliers and external collaborators.

- Organizes and verifies travel arrangements for Education team members, including transportation and accommodation bookings, excess baggage fees, travel advances and expense claims.
- Provides logistical support for select team activities and initiatives, particularly workshops, meetings and events.
- Contributes to the development and improvement of the team's tools, work methods and information-management practices to support the effective administration of activities.

#### **REQUIRED TRAINING, KNOWLEDGE AND EXPERIENCE**

- College diploma in Administration, Project Management or Education, or an equivalent combination of education and experience;
- Minimum of five (5) years of relevant experience in a similar role, ideally within an education, cultural or public-sector environment;
- Experience coordinating multi-phase projects or activities requiring the management of multiple timelines, deliverables, priorities and associated information;
- Knowledge of project management and collaboration tools (e.g., dashboards, Smartsheet);
- Proficiency with office software such as MS Office and digital environments;
- Bilingualism in the official languages (French and English), both orally and in writing.

#### **SKILLS REQUIRED**

- Resourcefulness, autonomy, adaptability; strongly oriented toward customer service and collaboration;
- Ability to manage multiple assignments simultaneously while adapting to changing timelines, with an organized, structured and detail-oriented approach;
- Ability to build effective interpersonal relationships and communicate effectively in professional interactions, both verbally and in writing;
- Excellent ability to structure, organize, analyze and synthesize information.

Qualified candidates who are interested in this position are invited to submit their application online, via the web page [Work at the NFB](#), by **OCTOBER 30, 2026**.

*The NFB is committed to building a skilled, diverse workforce that's reflective of Canadian society. It promotes initiatives such as employment equity and encourages candidates to voluntarily indicate in their cover letter if they are a woman, a member of a First Nations group, Inuk, Métis, a person with a disability, or a member of a visible-minority group.*

*The NFB is also committed to developing inclusive, barrier-free selection processes and work environments. Feel free to advise us of any accommodation needs.*

*Please note that only applicants selected for an interview will be contacted.*