MONTREAL ALLIANCE - CEBL

JOB POSTING

Position title:	Operations Coordinator, Boutique and Community Events
Start date:	April 2026
Position type:	Full-time seasonal position
Location :	*Verdun Auditorium*

POSITION OVERVIEW

Reporting to the Manager of Operations and Events, the Operations Coordinator – Boutique and Community Events supports the team in implementing activities related to the operation of the Alliance de Montréal boutique, as well as the planning and delivery of community events.

The individual participates in the day-to-day management of the boutique during home games and select events, including overseeing setup, customer service, and the smooth running of merchandise sales. They also contribute to inventory management and product presentation to ensure a positive fan experience. In parallel, the incumbent supports the team in coordinating the logistics of community events and Alliance de Montréal activations, including preparing materials, welcoming participants, and providing on-site support during activities.

This seasonal position requires availability for home games at the Verdun Auditorium as well as various community events organized by the team. The ideal candidate is dynamic, organized, comfortable interacting with the public, and motivated to contribute to the fan experience and the visibility of Alliance de Montréal within the community.

PRIMARY RESPONSABILITIES

Boutique

- Assist with the setup, opening, and closing of the boutique during home games
- Welcome and serve fans in the boutique, advise customers, and ensure a positive experience
- Process sales transactions and ensure accuracy in cash handling
- Maintain product visual presentation and restock merchandise
- Assist with tracking and organizing inventory
- Be responsible for managing online orders, including order fulfillment/shipping and overseeing the online store
- Support the preparation and distribution of online orders
- Contribute to tracking sales during games and events
- Support the distribution of promotional items and fan activations as needed

Events and Community Activities

- Support the planning and logistics of the Montreal Alliance community events
- Assist in preparing promotional and event materials
- Provide on-site operational support at community events
- Help welcome participants and coordinate activities on-site
- Assist with event setup and teardown

Operational Support

- Perform various administrative and operational tasks in support of the team

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REQUIREMENTS & DESIRED PROFILE

- Bachelor's degree or college diploma (completed or in progress) in marketing, management, event planning, sports, or a related field (or equivalent experience)
- 1 to 3 years of experience in customer service, retail, event planning, or the sports industry (an asset)
- Excellent communication skills (oral and written)
- Positive attitude, energetic, and fan experience–oriented approach
- Strong organizational skills and ability to manage multiple tasks simultaneously
- Autonomous, detail-oriented, and well organized
- Bilingual (French and English, spoken and written)
  Flexible availability, including evenings and weekends during games and events

Interested candidates are invited to submit their résumé no later than April 3, 2026 to RH@AllianceMontreal.ca, indicating the position title in the subject line.

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