General Manager
The Fulcrum

The Fulcrum is the University of Ottawa’s independent English-language student newspaper. Since 1942, we have provided the University with an outlet for quality news, and its students with invaluable opportunities for learning and growth.

The General Manager plays a key role in the Fulcrum’s operation. We are looking for a candidate who can accomplish tasks both independently and in collaboration with others; a leader with exceptional people management, time management, and conflict resolution skills. The successful candidate will also have a basic knowledge of accounting.

If you’re a responsible, organized people-person with an interest in managing the Fulcrum’s dynamic team, this is the opportunity for you!

Duties and responsibilities include but are not limited to:

- Provide a link between the Editorial Board and the Board of Directors
- Act as the liaison between The Fulcrum Publishing Society and the Canadian University Press
- Administer and implement the resolutions of the Board of Directors
- Maintain office space, equipment, and supplies
- Manage a staff of approximately 15 employees
- Approve and manage payroll
- Act as the workplace coordinator for health and safety
- Maintain good record keeping and standing of Fulcrum bank accounts
- Act as a key legal signing authority
- Prepare proper financial statements and taxes, and work with the year-end auditor
- Procure some online advertising

Previous experience in student journalism and/or preparing audits is an asset but is not required. Applicants with a university or college degree in a related discipline are preferred.

Please note that this is a twelve-month contract position starting on May 1, 2020 and ending on April 30, 2021, with the possibility of renewal. The Fulcrum offers benefits, which will be discussed with the successful candidate. In addition to their weekly hours, there is at least one weekend a month that the General Manager will be expected to be present on a Sunday for the monthly Board meeting.

The expected salary range for this position is $31,212-$36,500 per annum.

To apply, please send a cover letter and your resume to Justin Turcotte, the President of The Fulcrum Publishing Society’s Board of Directors, at president@thefulcrum.ca by Friday, March 20th.
The Fulcrum is an equal opportunity employer and accommodation will be provided during the hiring process upon request.