



For over 80 years, CCS has served Montreal as a not-for-profit social agency and is one of the founding members of Centraide Montreal. CCS improves the quality of life of individuals by significantly reducing isolation and effectively supporting those living in poverty, primarily within the English-speaking community of Greater Montreal. These include: • Children • Youth • Families

Position Vacancy

Job Title: Project Coordinator (contract)
Reports to: Manager- Network and Community Social Health
Start Date: September 2017
Work Schedule: Part-time, 20 hours per week

POSITION OBJECTIVES: The Project Coordinator is responsible for the coordination and delivery of all required activities and document production related to the assigned projects, as well as supporting the organization on its communications tools and strategies.

SPECIFIC RESPONSIBILITIES:

1. Networking and partner solicitation, including facilitating partner meetings and engaging new project partners
2. Prepare, administer, update and follow a project work plan
3. Implement discussion panels with mental health providers in educational institutions
4. Identify, interview, and place students in internships in the mental health sector
5. Maintain and update LaSalle and Verdun online resource guides
6. Design and conduct surveys/evaluation tools
7. Prepare and manage CCS communication tools and social media (FB, website, etc)
8. Outreach, interview, select and manage volunteers as needed
9. Attend mental health related events and community round tables to recruit students
10. Coordinate Community Health Education video sessions and seniors' wellness activities
11. Creating and disseminating promotional materials
12. Translation of Health and Social Service information into English
13. Perform other tasks as required

QUALIFICATIONS:

- Degree in social work, human applied science, psychology, community recreation or related degree
- Relevant experience in non-profit/community sectors
- Demonstrated expertise in program planning and development (project mgt.)
- Superior organizational, writing, analytical and problem-solving skills
- Excellent computer skills and experience using database systems and social media platforms (Wordpress and Canva an asset)
- Fluent in English and proficient in French (spoken and written)
- Knowledge of issues in mental health in multiple areas such as training, staffing, outreach an asset
- Demonstrated ability working in a team and independently

Interested applicants should forward their C.V. and letter of interest to CCS-Jobs@ccs-montreal.org, by closing date of the 15th of August, 2017.