

Full-Time Position: Enhancing Regional Community Capacity; Coordinator (contract)

Collective Community Services Montreal is a not-for-profit social agency and is one of the founding members of Centraide Montreal. For over 80 years, CCS has improved the quality of life of individuals and families by significantly reducing isolation and effectively supporting those living in poverty, primarily within the English-speaking community of greater Montreal. These include: children, youth and families.

SUMMARY OF POSITION

CCS is currently seeking an experienced candidate to fulfill a full-time contract. This is an exciting and demanding contract that involves a high degree of collaboration and teamwork. CCS is looking for a dynamic individual who has familiarity with the non-profit sector and experience in educational programs. CCS is expanding our mandate to better reach the English-Speaking community in LaSalle, Quebec. This diverse role will entail engaging with schools, children, youth and families, government institutions and community partners. The coordinator will also assume duties of planning additional CCS programs within LaSalle and contribute to social media strategies. This role will also involve developing tools and resources for tracking the progress of this new project, as well as evaluating outcomes.

Duties are varied and involve:

- Networking, partner solicitation
- Connecting schools, community and institutions (Project management)
- Delivering engaging programs to children and youth (Program delivery and outreach activities)
- Designing, managing and executing new project
- Facilitating meetings of community organizations and government support services
- Designing and conducting surveys/evaluation tools
- Creating and disseminating promotional materials
- Other tasks as assigned
- Final report on objectives and outcomes

Candidate works closely with the Network and Community Social Health Manager in the development, administration and evaluation of the projects as well as representing CCS on relevant committees and in meetings with project partners. This role will also require the successful candidate to work closely with the Child and Family Manager to deliver programming and outreach activities. The project needs an individual able to start immediately, with experience and background to “hit the ground running.”

QUALIFICATIONS:

- Relevant and applicable degree or diploma, or relevant experience
- Demonstrated two years’ experience working in community sector or related field and interaction with government services (school boards, health services, etc)
- Aptitude for working with children and youth
- Demonstrated expertise in program planning and development of outreach activities (project management)
- Superior organizational, analytical and problem-solving skills
- Demonstrated ability working in a team and independently
- Proficient English (spoken and written), French a strong asset

- Social media expertise
- Excellent computer skills and experience using database system
- Ability to pass a police background check in order to work with vulnerable populations

HOURS OF WORK:

35 hours per week, flexibility required, occasional evenings and weekends

APPLICATION DEADLINE:

November 21st, 2018

APPLICATION PROCESS

Please send a resume and cover letter outlining how your education and experience equips you for this position to jillianr@ccs-montreal.org with “Enhancing Regional Community Capacity; Coordinator” in the subject line.

We thank all applicants for applying but only those selected for an interview will be contacted.