

Temporary Position: McGill Project 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 short-term 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 social services institutions. CCS is implementing an innovative program to retain English speaking students in Quebec, through promoting careers in the health and social services. This will entail engaging with school guidance councillors, government institutions, students and community partners. The coordinator will also assume duties of planning additional CCS programs and contribute to social media strategies. This role will also involve developing tools and resources for tracking the progress of the students that use these services.

Duties are varied and involve:

- Networking, partner solicitation
- Connecting with guidance councillors, schools and institutions (Project management)
- Coordinating logistics for student volunteer placements (adaptation & retention)
- Designing, managing an Excel database for tracking students
- 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 in concert 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. 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
- Aptitude working with adolescents
- Solid understanding of the social health services and key players is an asset
- Demonstrated expertise in program planning and development (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

HOURS OF WORK:

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

APPLICATION DEADLINE:

November 9<sup>th</sup>, 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](mailto:jillianr@ccs-montreal.org) with “McGill Project Coordinator Contract Position” in the subject line.

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