PROJECT OFFICER

Make a difference in the lives of young people in the Pontiac!

YOUR ROLE

Develop, coordinate and deliver projects that promote educational success, school perseverance, independence and youth engagement throughout the Pontiac.

KEY RESPONSIBILITIES

- Develop and coordinate youth-focused projects
- Support and accompany youth throughout their journey
- Facilitate workshops and activities
- Collaborate with schools and community partners
- Complete required follow-ups, documentation and reports

IDEAL CANDIDATE

- Dynamic, self-motivated and organized
- Excellent interpersonal and communication skills
- Comfortable working with youth
- Able to manage multiple projects and priorities

REQUIREMENTS & ASSETS

- Training in social work, psychoeducation, education, youth intervention or another relevant field
- Minimum of 2 years of experience in a similar role
- Experience working with youth, in a school setting, in school perseverance initiatives or in facilitation is a strong asset
- Experience facilitating workshops or groups, particularly with teenagers and young adults
- Experience in project coordination, project follow-up and report writing is an asset
- Good knowledge of intervention, support and facilitation approaches
- Knowledge of the school system, community organizations and the Pontiac area is a strong asset
- Knowledge of and interest in rural and community-based environments is an asset
- Proficiency in Word, Excel, PowerPoint and Outlook
- French-English bilingualism, both spoken and written, is a strong asset
- Valid driver's licence and access to a vehicle

WHAT WE OFFER

- **Permanent position – 35 hours per week**
- Start date: As soon as possible
- Location: Campbell's Bay, Quebec
- Salary: Based on qualifications and experience
- 13 statutory holidays per year
- Special holiday leave during the Christmas period
- Up to 7 sick days and 3 personal/mobile days
- Group insurance
- Voluntary Retirement Savings Plan (VRSP/RVER)
- **A positive, welcoming and inclusive** work environment
- A high degree of professional autonomy and the opportunity to bring your creativity to your work
- The opportunity to **make a meaningful difference in the educational and personal journeys of young people in the Pontiac**

APPLY NOW

cjep@cjepontiac.ca

819-648-5065