

# Job offer:

## Mobilization and communication officer



### Context:

---

The Table de Quartier du Nord de l'Ouest-de-l'Île de Montréal (TQNOIM) is an intersectoral and multi-network roundtable whose mission is to promote social development, improve the quality of life of the population and to fight poverty and social exclusion in its territory.

The north of the West-Island of Montreal (Pierrefonds-Roxboro, Île-Bizard-Sainte-Geneviève, Dollard-des-Ormeaux) is a vast and cosmopolitan territory, covering a diversity of neighborhoods where various communities live together, evolving in distinct cultural and socio-economic landscapes. The TQNOIM works with and for the community by creating a space for collective discussions and addressing social development issues with citizens, community based, institutional, collective and private partners, as well as the elected officials.

The objectives of the TQNOIM are:

1. Ensure the development of a common vision of the priorities regarding social development amongst member of the table, by reflecting collectively and by creating spaces for consultation, amongst others.
2. Document and promote the needs, issues and trends in social development on the territory, in particular by producing a portrait of the population and a diagnosis of their needs.
3. Find solutions to the issues raised collectively, namely by developing and coordinating the implementation of a concerted action plan.
4. Encourage citizen participation and promote the voice of citizens, in particular that of people in vulnerable situations.
5. Monitor and share information on issues and opportunities for social development on the territory.

Under the supervision of the Director of the TQNOIM, the main mandates of the mobilization and communication officer will be to:

- Promote TQNOIM's vision, mission and activities to its members and other target groups;
- Inform stakeholders and citizens about what is happening in the North of the West-Island;
- Promote the retention of members and the recruit new members;
- Mobilize local stakeholders around concerted projects;
- Support the current activities of the TQNOIM.

### Main responsibilities

---

Communication :

- Support the Director in developing and implementing a communication plan and communication tools;
- Ensure the visibility of TQNOIM and its activities;
- Manage the TQNOIM Facebook page;
- Write and publish bilingual newsletters for the TQNOIM;
- Promote TQNOIM events;
- Manage the website;
- Act as liaison with the media;
- Monitor local news.

Mobilization :

- Participate in the creation and implementation of a mobilization plan;
- Plan, organize and coordinate events bringing together local stakeholders;
- Coordinate the establishment of citizens' assemblies;
- Develop and maintain relationships with target groups;
- Identify community needs;
- Support the Director in its role as representative of the TQNOIM.

## Requirements

---

<b>Diploma and experiences</b>	<ul style="list-style-type: none"><li>- Have training and/or experience in communication, education, social work, human relations, or any other relevant field.</li></ul>
<b>Knowledge and abilities</b>	<ul style="list-style-type: none"><li>- Good knowledge of the community sector, multicultural contexts and issues of vulnerability;</li><li>- Capacity to mobilize;</li><li>- Ability to develop and use various communication tools (websites, newsletters, etc.);</li><li>- Writing skills in French and English;</li><li>- Ability to work in a team, in consultation and in collective mode;</li><li>- Sense of organization and responsibility;</li><li>- Ability to meet tight deadlines;</li><li>- Ability to manage several different files;</li><li>- Proficiency in the following software and platforms is an asset: Mailchimp, Wix, Ascend, Canva, Prezi, Facebook, G-suite and Suite Office;</li><li>- Knowledge of the West Island is an asset.</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>- Resourcefulness, autonomy and sense of initiative</li><li>- Interpersonal skills</li><li>- Ability to adapt to changes</li><li>- Versatility</li></ul>

## Work conditions

---

<b>Weekly hour</b>	28-35 hours per week, on a daytime schedule, Monday to Friday. Must be available occasionally evenings and weekends.
<b>Hourly wage</b>	25\$/hour
<b>Other advantages</b>	According to the policy in place, namely: 4 weeks of vacation annually, personal leave, paid leave during the end of year Holidays, etc.
<b>Start Date</b>	As soon as possible

To apply, please send your CV and a letter of intent to Philippe Forté by email at [tqnoim@gmail.com](mailto:tqnoim@gmail.com).

Please note that only considered applicants will be contacted for an interview.

