

# Job Offer

## Project Manager for “Projet Impact Collectif” (PIC)



### Setting the context:

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The Table de Quartier du Nord de l’Ouest-de-l’Île de Montréal (TQNOIM) is an inter-sectoral and multi-networked consultation body whose mission is to promote social development, improve the quality of life of the population and fight against poverty and social exclusion on 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 cohabit, evolving in distinct cultural and socio-economic landscapes. The TQNOIM works by and for the community by creating a space for exchange and collective ownership of social development issues by citizens, partners from the community, institutional, collective and private sectors, as well as elected officials in the territory.

The objectives of the TQNOIM are:

1. To ensure the development of a common vision of the priority issues in social development within the membership of the table, by reflecting collectively and creating spaces for dialogue.
2. To document and promote the needs, issues, and trends in social development on the territory, notably by producing a portrait and a diagnosis.
3. Find solutions to the issues raised collectively, notably by developing and coordinating the implementation of a collaborative action plan.
4. Encourage citizen participation and promote the voice of citizens, particularly those in vulnerable situations.
5. Monitor and share information on social development issues and opportunities in the territory.

This position is related to the Proximity Approach project, which aims to develop a shared vision of the issues related to immigration in the Northwest Island and the strategies to be adopted collectively to address them. The project will rely on the collaboration of a wide range of actors and the solutions will have to rely on mutual support between partners, continuous communication and the linking of actions, other levers favored by the collective impact.

More concretely, the project will aim to identify and develop mechanisms to:

- Document the needs and realities of the targeted people
- Integrate the citizens of this sector in community discussions
- Improve communication between organizations/institutions and the citizens of the neighborhoods
- Improve the services offered by community organizations in the neighborhood

### Main responsibilities

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Under the supervision of the TQNOIM's general management, and in collaboration with other TQNOIM employees, the Project Manager's main mandate is to coordinate the deployment of the Proximity Approach project.

The Project Manager will notably:

- Plan and implement the work steps necessary for the implementation of the project.
- Ensure the use of the collective impact approach in the project.
- Develop strategies to mobilize citizens and community stakeholders, with the mobilization and communication agent.
- Design, plan and facilitate events, reflection, and consultation activities, etc.
- Ensure collaboration with other local projects targeting cultural communities, notably the Vivre-Ensemble Committee, the thematic committees of Social Development of the TQNOIM and the TQSOI.
- Support with the budgetary follow-up of the project.
- Ensure the evaluation of the project.
- Ensure accountability in relation to the implementation of the project.
- As needed, supervise other employees hired for the project.

## Requirements

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<b>Diploma and experience</b>	Training and/or experience in project management, social sciences, communication, intercultural intervention, or any other related field
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>- Good knowledge of the community environment, multicultural contexts and contexts of vulnerability.</li><li>- Ability to mobilize.</li><li>- Ability to write in French and English.</li><li>- Ability to work in a team, in consultation and in a collective mode.</li><li>- Sense of organization and responsibility.</li><li>- Ability to meet sometimes tight deadlines.</li><li>- Ability to manage several very different files.</li><li>- Mastery of the following software and platforms is an asset: Office Suite.</li><li>- Knowledge of the West Island is an asset.</li><li>- Knowledge of the Collective Impact approach is an asset.</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>- Resourcefulness, autonomy, and initiative</li><li>- Interpersonal skills</li><li>- Ability to adapt to changes</li><li>- Versatility</li></ul>

## Working conditions

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<b>Hours per week</b>	32-35 hours per week, on a daytime schedule, Monday through Friday and occasional evenings and weekends.
<b>Hourly wage</b>	\$25/hour
<b>Other benefits</b>	According to the policy in force, including: 4 weeks of vacation annually, personal leave, paid vacations at the end of the year, etc.
<b>Starting date</b>	As soon as possible

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

**Please note that only selected candidates will be contacted for an interview.**