

Job Offer:

Project Manager “Vivre Ensemble” Committee



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.

This position is in relation to the “Vivre ensemble” committee which, through the mobilization of local stakeholders, offers concerted actions that will encourage exchanges between the different communities of the territory: newcomers and citizens from the host society.

Main responsibilities

Under the supervision of the Director of the TQNOIM, and in collaboration with other TQNOIM employees, the general mandate of the project manager is to coordinate the deployment of the “Vivre Ensemble” committee's action plan.

The project manager will:

- Plan and develop the work steps necessary to implement the action plan;
- Develop strategies for mobilizing citizens and community stakeholders, in collaboration with the mobilization and communication officer;
- Design, plan and lead events and activities included in the action plan, including the Intercultural Day celebrations and anti-racism workshops;
- Contribute to neighborhood events;
- Implement an inclusive hiring policy for partner organizations;

- Ensure collaboration with other local projects targeting cultural communities, in particular the PIC 2 project, the thematic social development committees of the TQNOIM and the TQSOI;
- Support with project budget monitoring;
- Ensure evaluation of the project;
- Ensure accountability in relation to project implementation.

Requirements

Diploma and experiences	- Have training and/or experience in project management, social sciences, communication, intercultural intervention, or any other relevant field.
Knowledge and abilities	- Good knowledge of the community sector, multicultural contexts and issues of vulnerability; - Capacity to mobilize; - Writing skills in French and English; - Ability to work in a team, in consultation and in collective mode; - Sense of organization and responsibility; - Ability to meet tight deadlines; - Ability to manage several different files; - Proficiency in the following software and platforms is an asset: Office Suite; - Knowledge of the West Island is an asset.
Personal qualities	- Resourcefulness, autonomy and sense of initiative - Interpersonal skills - Ability to adapt to changes - Versatility

Work conditions

Weekly hour	21 hours per week, on a daytime schedule, Monday to Friday. Must be available occasionally evenings and weekends.
Hourly wage	25\$/hour
Other advantages	According to the policy in place, namely: 4 weeks of vacation annually, personal leave, paid leave during the end of year Holidays, etc.
Start Date	As soon as possible

To apply, please send your CV and a letter of intent to Philippe Forté by email at info@tqnoim.com.

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