



JOB OPENING :

Coordinator - Information and Referral Services

Please apply by : [September 4th, 2023](#)

Employer : The West Island Community Resource Centre

Job location: Pointe-Claire (West Island), remote work on occasion.

Job type: Full-time 32 hours/ week. Contract until June 30, 2024 (possibility of renewal)

Position Summary:

Under the supervision of the Executive Director, this position is responsible for the coordination and administrative tasks related to CRC's information and referral program. This includes: providing services to individuals, updating referral tools, planning and implementing outreach and/or promotional activities, and participating in community initiatives (e.g. working committees).

Responsibilities :

Service Delivery:

- Ensure that all requests for information by telephone, e-mail or during visits to the organization are handled promptly and professionally.
- Update referral tools including publications, website and social media.
- Document the organization's information and referral activities on a regular and regular basis (statistics).
- Support the implementation of other CRC programs as required.

Outreach and Promotion

- Participate in local activities and promote the organization and its programs.
- Facilitate information sessions on community resources.
- Develop initiatives to increase CRC's visibility in the community.

Community Engagement

- Actively participate in working committees (community round tables).
- Maintain relationships with community organizations and partners.
- Collaborate in the implementation of joint community projects as needed.

Organizational Support

- Participate in the planning and implementation of CRC events.



- Participate in tasks related to team life and the smooth running of the office.
- Contribute to CRC's organizational obligations (accounting, reports, AGMs, etc.).
- All other related tasks.

Qualifications

- Degree in social services, community development, administration or related field.
- 1 to 3 years' experience in program and/or project coordination.
- Experience with Microsoft Office (Word, Excel, Access, Power Point), Google docs, WordPress, Zoom, Facebook.
- Motivated, positive, efficient and comfortable with change.
- Ability to establish and maintain good interpersonal relations.
- Ability and interest in working independently and as part of a team.
- Excellent oral and written comprehension/expression skills.
- Bilingualism (French and English) is an asset. *Our clientele is predominantly French or English speaking.
- Experience working in a community organization is an asset.

Working conditions and remuneration

- Schedule: Monday to Thursday (8hrs/day) and very occasionally evenings or weekends.
- Salary range: \$24.50 to \$26.50 per hour
- Vacation (6%), and 2 weeks during the holiday season.
- Group insurance
- Possibility of remote work on occasion
- Employee wellness program

How to apply :

Please send your cover letter and resume to jobs@crcinfo.ca, to the attention of Katie Hadley, Executive Director. Only successful applicants will be contacted.