



Canada Summer Job Offer Community Service Worker

Setting the context

The Table de quartier du Nord de l'Ouest-de-l'Île de Montréal (TQNOIM) is an inter-sectoral and multi-network 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 end 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 neighbourhoods 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.

Main responsibilities

Under the supervision of the TQNOIM's Executive Director, and in collaboration with the Mobilization and Communications Agent, the Community Service Worker's main mandate will be to promote the activities of the Table de quartier du Nord de l'Ouest-de-l'Île de Montréal.

In particular, the student will:

- In general, promote the TQNOIM's vision, mission and activities to its members and other target groups.
- Inform stakeholders and citizens about what is happening in the north end of the West Island.
- Promote the retention of members and the recruitment of new members through community mobilization activities, information kiosks, citizen events, etc.
- Conduct research and present results in the form of reports, tables, graphs, or maps.
- Work as a team with the communication and mobilization agent.
- Identify the needs of the community.

Requirements

Diploma and expérience	<ul style="list-style-type: none">• Have a post-secondary degree• Eligible for the Canada Summer Job Program
Knowledge and skills	<ul style="list-style-type: none">• Fluency in French and English, written and oral.• Good knowledge of the community environment, multicultural contexts, and contexts of vulnerability.• Ability to mobilize.• Ability to work in a team, in consultation and in a collective mode.• Sense of organization and responsibility.• Ability to respect tight deadlines.• Ability to manage several very different files.• Mastery of the following software and platforms: Office Suite, Word Press (an asset).• Knowledge of the West Island (an asset).• Driver's license and access to a vehicle (an asset).

Personal qualities	<ul style="list-style-type: none">• Resourcefulness, autonomy and initiative• Interpersonal skills• Ability to adapt to changes• Versatility
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Working conditions

Hours per week	32 hours per week, on a daytime schedule, Monday to Friday and occasional evenings and weekends
Hourly wage	\$20/hour
Duration	9 weeks
Starting date	During the week of May 27, 2024

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

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