

## PROJECT COORDINATOR

Monteregie East Partnership for the English-Speaking Community (MEPEC) is a not-for-Profit organization whose mission is to serve the interests of the English-speaking community (ESC) of the Montérégie East (ME). MEPEC works in collaboration with public, community and/or private organizations in relation to the needs of the English-speaking population of the ME.

MEPEC is currently recruiting for a Project Coordinator with a background in community and network development. The Project Coordinator will have to plan the projects, the budgets, timelines and any related matters to project management. He or she will need to coordinate and facilitate the activities and programs of MEPEC for the benefits of the English-speaking population of the Montérégie East. Sometime, the Project Coordinator will have to participate and attend meetings and symposiums on health issues on behalf of MEPEC. He or she will also have to explore and facilitate the development of partnerships with community and/or public organizations.

### **Professional requirements**

- College or University degree in a field related to administration, arts or human sciences
- Experience in planning with a demonstrated ability to meet deadlines, in project management, evaluations and financial budgeting (minimum of 2 years of experience)
- Experience in community and social development
- Good knowledge of MS Office suite
- Demonstrated mastery of the English language (written and spoken) and an advanced ability to communicate in French (written and spoken).
- Strong sense of organization and attention to detail
- Good communication and interpersonal skills
- Demonstrate a great deal of autonomy, adaptability and flexibility
- Strong team player
- Possess a valid driver's license and have access to a car

### **Conditions of Employment**

- This position is based on a working schedule of 25 hours per week, 4 days a week. This position is a medical replacement contract with possibility of renewal.
- Date of entry: Mid- August, 2020
- Occasionally, the person may be required work on evening or weekend.
- MEPEC's office is in Beloeil, but the person will be required to travel occasionally.
- The salary for this position ranges from \$18.00 to \$20.00 per hours depending on the experience.

Interested candidates must send a English letter of introduction, explaining their reasons for wanting to work for MEPEC, along with their English résumé to the attention of Ms. Karoll-Ann Carrier no later than, August 11, 2020, by e-mail at: [exdir@mepec-pemca.org](mailto:exdir@mepec-pemca.org) (Please mention in object of your e-mail \*Project Coordinator Job posting).

We thank all candidates for applying however, only those selected for an interview will be contacted; application received without a letter of intent will not be retained.