



PROFESSIONAL POSITION AVAILABLE

English School Board

2020-2021 school year



Position : Project Development Officer Service aux entreprises
Place of work : Eastern Québec Learning Center
Québec (QC)
Job status : Supernumerary (100%)
Immediate supervisor : Director
Starting date : As soon as possible
Ending date : June 30, 2021

Nature of the work

The position of project development officer encompasses, in particular, responsibility for research, analysis and development of activities based on a particular theme, such as community relations, prevention of violence and substance abuse, analysis of business training needs, organizational development, development of technological support and review of administrative procedures. The project development officer ensures the planning, coordination and delivery of an action plan related to a theme calling on the internal and external resources of the board.

Some characteristic duties

The project development officer participates in the implementation and update of the school board's strategic plan on a theme for which he or she is responsible; where applicable, he or she becomes familiar with various programs concerning the project to which he or she is assigned, assesses their pertinence, informs those involved of them and simplifies their implementation.

He or she analyzes the needs of the community, identifies available resources within and outside the network, consults those involved in intervention efforts, prepares an action plan, informs management staff of services and educational institutions and formulates recommendations or proposals.

He or she prepares and conducts, with other school board resources, awareness-building, information and training activities designed for the personnel involved in the various programs and activities of the project.

He or she establishes and maintains relationships with representatives of partner organizations involved in the various programs studied to obtain or give advice or information; he or she informs the organizations concerned of the resources and services of the school board and of the educational institutions.

He or she represents the school board in dealings with various partners and resources, conducts meetings of the specialists concerned and coordinates the work of the groups involved in the theme presented.

He or she periodically evaluates the activities related to the theme in which he or she is involved; he or she makes comments, produces reports and formulates recommendations concerning the delivery of activities.

Qualifications required

A bachelor's degree in an appropriate specialty

Excellent knowledge of oral and written English

Good knowledge of oral and written French

All interested candidates are asked to forward their application by March 21, 2021 at 4:30 p.m.

By email : jobs@cqsbc.qc.ca

By our website : <https://www.cqsbc.qc.ca/en/careers>

Mention the posting number on the subject line of your email and on your resume.

An acknowledgement of receipt will be returned to your email address.

We thank all applicants for their interest in our organization. Only those selected for interviews will be contacted. All applications are treated in a confidential manner. We apply equal access to employment and we encourage women, visible and ethnic minorities, Aboriginal peoples and persons with disabilities to apply. People with disabilities who wish, may be assisted in the preselection and selection process.

The Human Resources Department