



**Project Development Officer**  
**Regional SARCA (Reception, Referral, Counselling and Support Services) Agent**  
**REGIONAL VOCATIONAL EDUCATION SECTOR**

**NATURE OF EMPLOYMENT**

The position of SARCA 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 school boards. The project development officer works in collaboration with the nine English school board of the province of Quebec.

**SOME KEY RESPONSIBILITIES**

- The project development officer participates in the implementation and update of PROCEDE's regional SARCA plan 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 different communities, identifies available resources within and outside the network, consults resources, prepares an action plan, informs management staff of services and educational institutions, and formulates recommendations.
- He or she prepares and conducts, with school board resources, awareness-building, information and training activities designed for the staff 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 boards and of the educational institutions.
- He or she represents PROCEDE 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.



### SPECIAL REQUIREMENTS & NECESSARY QUALIFICATIONS

- A bachelor's degree in an appropriate speciality.
- Knowledge of the Quebec School System.
- Knowledge of youth sector, as well as the vocational sector and vocational services.
- Strong technological skills.
- Excellent knowledge of oral and written English and a good knowledge of oral and written French.
- Five years of relevant experience.
- Be solution and team oriented, with strong interpersonal skills.

### EMPLOYMENT TERMS

- Job classification: Development Agent – (Salary range \$46 114.00 – \$82 585.00).
- Job Status: Supernumerary (100%) - Contract ending June 30, 2022.
- Start date will be determined with PROCEDE.
- Place of work is to be determined.
- The employment terms are those set out by the Management Negotiating Committee for English-language School Boards.

### HOW TO APPLY

Interested and qualified candidates must apply **by 8 A.M. on Friday, August 6th, 2021 to the attention of Chantal Martin - [chmartin@nfsb.qc.ca](mailto:chmartin@nfsb.qc.ca)**

We thank all applicants for their interest in our organization. Only those selected for interviews will be contacted.

We encourage all qualified applicants to apply. We are committed to developing inclusive, barrier-free selection processes and work environments.

The *Provincial Organization of Continuing Education Directors, English (PROCEDE)* is a subcommittee of the Association of Directors General of English School Boards