

PROJECT DEVELOPMENT OFFICER

Transitions Project Coordinator

A Joint Provincial Initiative of Adult Education and Vocational (PROCEDE), Complementary Services (ACES), and Educational Services (DEEN) for the English School Boards of Quebec.

Special Project: The English educational community in Quebec is seeking the services of a provincial **Transitions Project Coordinator** to work with the nine English School Boards and Littoral to enhance the coordination, communication, and alignment of services supporting students and their parents through the various transitions and pathways leading to a qualification and/or certification.

NATURE OF 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 school 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 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 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

ASSETS:

- Knowledge of various MEQ transitions and pathways of youth, adult, and vocational sectors;
- An understanding of the English educational community in Québec;
- Strong research, organizational, and systems-thinking skills;
- Demonstrated success in networking, teamwork and team-building;
- Excellent communication skills in English and in French;
- Proficient in information and communications technology;
- Ability to work autonomously and independently;
- Willingness to travel provincially, as permitted by Public Health authorities.

ANNUAL BASIC SALARY:

In accordance with the Professionals' Agreement of a Project Development Officer, ranging from \$46,114 to a maximum of \$82,585 annually (35 hours/week) according to qualifications and experience.

This is a full-time temporary position ending June 30, 2022, with a possibility of an extension. Place of work is to be determined.

Interested candidates may forward their letter of intent and their curriculum vitae to Angela Rosa, Administrative Officer by email at: arosa@gesba.qc.ca by 4:00 p.m. on Monday, September 20, 2021.