



JOB OPENING

(NPI) COORDINATOR - PINCOURT OFFICE - 21 HOURS PER WEEK

The Montréal West Community Network is a regional organization supporting the English-speaking community in the Montréal West. **MWCN** is looking for an ambitious, community-oriented **Networking & Partnership Initiative (NPI) Coordinator** in our **Pincourt Office** in **Vaudreuil-Soulanges**

Position Summary

The NPI Project Lead will act as the key connector between English-speaking residents in Vaudreuil-Soulanges and the health and social service networks that serve them. The role involves building partnerships, facilitating networks, advocating for community needs, and leading outreach efforts to ensure residents, especially vulnerable and isolated individuals, can access the services they need.

Key Responsibilities

Networking

- Build and maintain local and regional networks of service providers, community organizations, and English-speaking residents.
- In collaboration with the Coordinator of Community Development, Organize and facilitate network meetings, workshops, and collaborative initiatives that address local service gaps.

Representation

- Represent MWCN and the English-speaking community on advisory committees, consultation tables, and decision-making bodies in the Vaudreuil-Soulanges MRC.
- Ensure the perspectives of the English-speaking community are heard and considered in local and regional planning.

Knowledge Development

- Gather and analyze data on community needs, service availability, and emerging issues.
- Share information with partners, stakeholders, and the public through newsletters, social media, and reports.

Partnership Initiatives

- Collaborate with institutions such as CISSS de la Montréal-Ouest, schools, and municipalities to develop projects and programs improving access to English-language services.
- Support the adaptation of services to meet the cultural and linguistic needs of the community.

Outreach

- Reaching vulnerable and isolated English-speakers and supporting their access to health and social services in English.
- Organize community focus groups and related activities & events with local partners.



Project Coordination

- Develop and implement an annual action plan in line with MWCN and CHSSN objectives.
- Track and report on project progress, activities, and outcomes to MWCN management and CHSSN.
- Manage event logistics, budgets, and timelines for NPI-related initiatives.

Qualifications

- DEC, Bachelor's degree, or equivalent experience in social sciences, public health, community development, or related field.
- Experience in community outreach, partnership building, or project coordination.
- Excellent verbal and written communication skills in English and French
- Computer skills, proficient with Google Workspace, Microsoft Office, Zoom, and social media platforms.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Comfortable working both independently and as part of a team.
- Valid driver's license and access to a vehicle (travel within the MRC may be required).

Desired Competencies

- Knowledge of the Vaudreuil-Soulanges community and its resources.
- Ability to engage diverse stakeholders and build trust across sectors.
- Cultural sensitivity and commitment to equity and inclusion.
- Creative problem-solving skills and adaptability.

Working Conditions

- Based at MWCN's Pincourt office, with travel within the Vaudreuil-Soulanges MRC, and occasionally the other MRCs
- Flexible schedule, with occasional evenings or weekends for community events.
- Full-time (21 hours per week).

Compensation

- Salary range: \$22.00 - \$24.00 depending on experience
- Contract with potential for renewal, subject to performance and funding.

How to Apply

Submit your cover letter and resume to info@mwcn.ca, indicating NPI Project Lead – Vaudreuil-Soulanges in the subject line. Applications will be reviewed on a rolling basis until the position is filled.