



**OUTREACH & PROJECT COORDINATOR
VAUDREUIL – SOULANGES – 30 HOURS**

The Montréal West Community Network (MWCN) is a non-profit community-based organization whose mission is to facilitate access to services in English for the English-speaking community of Montréal-West. MWCN is currently recruiting for an Outreach Coordinator working in our Pincourt Office. The general mandate will be to work with public and community partners to facilitate access to services and activities in English in the area.

Responsibilities:

- Coordinate all aspects of the outreach program, develop a partnership with volunteer-based organizations and community organizations both French and English.
- Develop, implement and maintain monthly programs of activities
- Facilitate activities and consultations with members of the English-speaking community.
- Represent the organizations and the English-speaking community with regional community organizations, health institutions and bodies.
- Write/translate information documents/bulletins concerning the assigned programs for the benefit of the members of the English-speaking community.
- Develop and implement information tools to raise awareness about services available and how to access them for the English-speaking community.
- Participate to regional and provincial meetings and symposiums on relevant programs.
- Write narrative and financial reports required by the funders.
- Social Media and online management support.
- Recruit and manage Volunteers.
- Coordinate and assist in activities.
- Meet regularly with both the NPI Coordinator and Coordinator of Community Development
- Execute any other related tasks.

This is a permanent position on a working schedule of **30 hours per week**. Occasionally, the coordinator will be asked to attend evening or weekend activities. The position is based in Pincourt, but the person will be required to travel occasionally. The person will also be required to attend 3 or 4 out-of-town meetings annually that will require overnight stays. The salary is **\$20.00 to \$23.00** per hour, depending on experience.

The ideal candidate will meet the following criteria:

- College or University degree in a related field of study (background in community services would be an asset)
- Able to take initiative and perform in a fast-paced environment requiring innovative thinking and adaptability.
- Ability to work in a team environment.
- Minimum of 2 years experience in a coordination capacity
- Excellent communication, interpersonal and organizational skills
- Good computer skills (MS Office suite)
- Fluent in both French and English and access to a car

If this position interests you, please forward your curriculum to info@mwcn.ca