



## **Community Health Project Coordinator**

### **ABOUT THE ORGANIZATION**

The Table de quartier sud de l'Ouest-de-l'Île (TQSOI) is a non-profit organization bringing together local citizens and actors, including institutions, community organizations, the private sector and elected officials, in order to improve the quality of life of residents and promote social development in the south of the West Island.

### **DESCRIPTION**

In collaboration with other local stakeholders, the TQSOI is looking for a Community Health Project Coordinator to implement a local action plan to curb the spread of Covid-19 in their territory. More specifically, the aim of the action plan is to raise awareness among the population of the current sanitary situation, to provide them with necessary information and to inform them of existing resources and services.

Are you looking for new challenges that meet your social values? Are you sensitive to improving the living conditions of people? The TQSOI is looking for your talents!

### **DESCRIPTION OF TASKS**

- Animation of the steering committee;
- Establishment and coordination of a network of outreach agents;
- Follow-ups on agreements with partner organizations to which the agents report;
- Training, planning, other types of outreach agents support;
- Collection of data;
- Regular follow-ups with community stakeholders that are mobilized as part of the action plan and compilation of interventions carried out;
- Dissemination and promotion of information;
- Evaluation of the actions implemented;
- Budgetary monitoring of actions included in the plan;
- Drafting of reports;
- Perform all other related tasks.

## PROFESSIONAL REQUIREMENTS & SKILLS

- University degree in social studies, political sciences or compatible field and related work experience;
- Experience in project coordination;
- Experience working in consultation and in an intercultural environment;
- Be perfectly bilingual, both orally and in writing (required);
- Flexibility and ability to work in a team and in partnership;
- Be able to work on different projects at the same time;
- Demonstrate a spirit of analysis, synthesis and know-how;
- Initiative, great autonomy and interpersonal skills;

## CONDITIONS

- Contract till August 31, with the possibility of renewal;
- Full-time work, 35h / week;
- Salary to be discussed;
- Very pleasant and human atmosphere;
- A dynamic, innovative, inspiring team;
- Until further notice, the work is carried out mainly by teleworking, with the exception of a few occasional attendance as needed;
- Entry into office in April 2021.

## HOW TO APPLY

The job application must include in PDF format your:

- Curriculum vitae
- Cover letter

Send your request to the attention of Alena Ziuleva by email: [hr@tqsoi.org](mailto:hr@tqsoi.org)

Please note that we will only contact those whose applications will be selected for an interview. Thanks for your interest !

**Deadline to apply**  
Friday March 26, 2021