

Project Assistant - Community Housing Toolbox

MISSION OF THE ORGANISATION

The TQSOI is a non-profit organisation that unites residents and stakeholders from the community, including institutions, community organisations, the private sector, and elected officials in order to enhance the quality of life of individuals and to promote social development in the southern West Island.

POSITION SUMMARY

The TQSOI is creating an online and bilingual toolbox to help community organisations in the West Island interested in developing community housing overcome obstacles associated with this type of project. The Housing Project Assistant will support the work of the project coordinator of the Community Housing Toolbox project. They will assist the project coordinator with planning and hosting toolbox team meetings as well as with the research and development of materials for the toolbox in order to bring together local and expert knowledge related to the development of community housing.

TASK DESCRIPTION

- Research information for the development of the toolbox;
- Create case reports or summaries of this information;
- Support the planning and hosting of toolbox team meetings, as needed;
- Compile and analyse results from project meetings and activities;
- Assist with the development of materials based on these results;
- Help with the communication and promotion of the projects activities and materials;
- Other tasks as per established priorities.

REQUIREMENTS

- Applicants must be undergoing or have completed a college level training in a program such as Geography, Urban Studies, Urban Planning or any related discipline that would give them the background skills required for the position;
- Capacity to synthesise and communicate information;
- Ability to complete tasks autonomously and in a timely manner;
- Strong organisational and planning skills with attention to detail;
- Experience conducting qualitative or quantitative research with report writing;
- Work well in collaboration with others and maintain positive working relationships;
- Excellent oral and written communication skills in English and French, bilingualism is required.

CONDITIONS AND WORK ENVIRONMENT

The TQSOI's employees represent a talented and diverse workforce. We are committed to providing equal opportunities in the hiring, promotion, and compensation of its employees that are conducted without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, disability or age.

- Work hours: Full time.
- Job duration: 8 weeks.

- Start date: Flexible, latest start date possible is July 4th, 2022.
- Salary: 18-20\$/h.
- Location: Remote work.

TO BE ELIGIBLE

This position is funded by the Canada Summer Jobs program and candidates must meet the following eligibility requirements:

- Applicants must be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*, for the duration of the employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

HOW TO APPLY

The application package must include, in PDF format:

- Resume
- Cover letter

Send your application **by Tuesday, May 31st, 2022** to Alena Ziuleva by e-mail at hr@tqsoi.org and specify "Community Housing Toolbox Project Assistant" in the subject line.