

## **PROJECT ASSISTANT- FOOD SECURITY DOSSIER**

### **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**

Food security is an important preoccupation for many low income families and for the elderly population, it has accordingly been identified as a high priority issue during consultations with the residents of the southern West Island. A working committee has been formed to elaborate and implement, in association with the community, an action plan in order to improve food security in the southern West Island.

The project assistant will support activities aimed at improving food security in the West Island. The main role of the project assistant will be to work in collaboration with the food security dossier coordinator in order to support the development of a network of food security stakeholders in the West Island, and with the coordinator of the solidarity market, in order to support the deployment of a fruit and vegetable solidarity market throughout the summer season to increase access to fresh produce in Pointe-Claire.

### **TASK DESCRIPTION**

- Support strategies for mobilizing residents and/or organizations around activities;
- Develop promotional strategies to serve the greatest number of people in vulnerable situations;
- Work in collaboration with community partners;
- Support the planning and follow-up of meetings with partners and working committees;
- Support event planning and logistics; market preparations, materials set-up, ensure flow of foot traffic, help with clean-up, etc.
- Support reflections and discussions about project activities with participants and partners.
- Support document writing & reports; post-event reports, logging important findings, solutions for future consideration, etc.
- Support assessments, evaluations and reflections: Evaluating activities, review action plan next steps.
- Creation of visuals and written content for social media, website, newsletter, etc.
- Support any other related tasks.

### **REQUIREMENTS**

- Applicants must be undergoing or have completed a college or university level training in a program such as social work, sociology, anthropology, communication, nutrition, food and agriculture, or any related discipline that would give them the background skills required for the position;
- Capacity to synthesize and communicate information;
- Ability to complete tasks autonomously and in a timely manner;
- Strong organizational and planning skills with attention to detail;

- Experience conducting qualitative research;
- Work well in collaboration with others and maintain positive working relationships;
- Excellent communication skills in English and French. Bilingualism is required;
- A valid driver's licence and access to a vehicle is an asset.
- Professionalism, adaptation to the pandemic context.

#### **CONDITIONS AND WORK ENVIRONMENT**

- The TQSOI's employees represent a talented and diverse workforce. The TQSOI is 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: End of May-July 2022, to be discussed with the candidate.
- Salary: 18-20\$/h.
- Location: A combination of remote and in-person work in the West Island.

#### **TO BE ELIGIBLE**

- Applicants must be between 15 and 30 years of age at the start of the employment - government-funded program for a Canada Summer Job.
- 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 Sunday, May 22nd, 2022** to Alena Ziuleva by e-mail at [hr@tqsoi.org](mailto:hr@tqsoi.org) and specify "Project Assistant - *Food Security Dossier*" in the subject line.