

Comité logement Project Coordinator

MISSION OF THE ORGANIZATION

The TQSOI is a non-profit organization 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 Comité logement Project Coordinator will lead the TQSOI's *comité logement* establishment project. The goal of this project is to create a resource in the West Island to inform tenants of their housing rights and responsibilities, support them in the defense of their rights, and raise awareness and advocate for policy change on their behalf. The project is divided into three phases and the coordinator's role is to plan and execute them. The first phase consists of building internal capacity, informing and engaging the community around the project using various communication tools and events. The second phase will bring these actors and other key stakeholders together to develop the foundation to establish a *Comité logement*. The final phase consists of building the *Comité logement* into a long-term, sustainable and independent organization; this includes securing long-term mission funding. The coordinator will work in collaboration with the TQSOI Housing Committee, the TQSOI team and other key project partners.

TASK DESCRIPTION

- Detail the project's action plan based on the existing material;
- Connect with and engage key stakeholders, community partners and tenants;
- Prepare and facilitate meetings for the project planning;
- Research, analyse, summarise and compile material for the project;
- Create educational material based on internal and external research;
- Plan, promote and facilitate the project's events;
- Document and evaluate the progress of the project on an ongoing basis;
- Prepare periodic deliverables and a final project report to submit to funders;
- Other tasks as per established priorities.

REQUIREMENTS

- Applicants must be undergoing or have completed a CEGEP or university level training in a program such as Sociology, Social Work, Geography, Law, Political Science, Urban Planning 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;
- Work well in collaboration with others and maintain positive working relationships;

- Meeting animation and facilitation skills are an asset;
- Knowledge of tenants' rights in Quebec and community organizing is an asset;
- Interest or experience in the community sector and working with diverse populations;
- Strong communication skills in English and French, both verbal and written, bilingualism is required;
- A valid driver's license and access to a vehicle is an asset.

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 our employees that are conducted without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, disability or age.
- Work hours: 28 to 35h a week, to be determined with the candidate.
- Job duration: Minimum 1 year, with possibility of extension.
- Start date: As soon as possible.
- Salary: 22-25\$/h.
- Location: A combination of remote and in-person work in the West Island.
- Flexible working conditions with 4 weeks of paid vacation, a bank of absence hours and personal time off.
- Monthly allowance to compensate for the use of your internet and phone as well as home office supplies.
- Opportunities for continuous professional development and training.

HOW TO APPLY

The application package must include, in PDF format:

- Resume
- **Cover letter**

Send your application to Alena Ziuleva by e-mail at hr@tqsoi.org and specify *Comité logement Project Coordinator* in the subject line.