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# Mobilization Agent

## MISSION OF THE ORGANIZATION

The TQSOI is a non-profit organization that unites residents and stakeholders from the community, including institutions, community organizations, 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

As part of the Collective Impact Project (CIP), the Mobilization Agent's mandate is to participate in the planning and implementation of projects/activities arising from the Housing for All initiative.

In partnership with the Project Coordinator, under the supervision of the Housing Program Manager and in collaboration with the TQSOI team, the Mobilization Agent's duties can be summarized as follows:

## TASK DESCRIPTION

- Outreach and mobilization;
  - Implement engagement strategies with key stakeholders.
  - Maintain links with key players in the territory.
  - Create content for communication and outreach material.
- Event facilitation and organization;
  - Participate in the planning, promotion, facilitation and evaluation of events.
  - Complete follow-up.
- Research activities;
  - Support the development of research activities for the project.
  - Conduct research in order to acquire relevant information and summarize into reports.
- Administration and governance;
  - Participate in team meetings.
  - Participate in funding efforts.
  - Participate in strategic thinking for the organization and in the drafting of action plans (as needed).
  - Participate in the overall evaluation of the project.
  - Participate in relevant training (as needed).
  - Participate in tasks related to the overall goals of the TQSOI.
  - Represent the TQSOI on consultation bodies and committees or at relevant events.
- All other related tasks.

## REQUIREMENTS

- University level training in a program such as Urban Planning, Geography, Sociology, Social Work, Political Science or any related discipline that would give them the background skills required for the position or relevant work experience;
- Excellent knowledge of Office suite and social media platforms;
- Experience in collective action (group animation, facilitation, etc.);
- Demonstrates initiative, high level of autonomy and creativity;
- Strong organizational and planning skills with attention to detail;
- Ability to multitask;
- Interest in affordable housing and social justice issues;
- Interest or experience working in the community sector and/or the West Island community is an asset;
- Work well in collaboration with others and maintain positive working relationships;
- Excellent oral and written communication skills in English and French, **bilingualism is required**;
- A valid driver's license and access to a vehicle is an asset.

## CONDITIONS

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: 35 hours a week.
- Job duration: To be discussed with candidate
- Start date: Immediately.
- Salary: 25\$/h.
- Location: A combination of remote and in-person work in the West Island.
- Benefits: Flexible working conditions with 4 weeks of paid vacation, a bank of absence hours, personal days and sick days.

## HOW TO APPLY

The application package must include, in PDF format:

- Resume
- Cover letter

Send your application **by Sunday, October 16, 2022** to Alena Ziuleva by e-mail at [hr@tqsoi.org](mailto:hr@tqsoi.org) and specify "Mobilization Agent" in the subject line.