

Project Leader - Food Security

MISSION OF THE ORGANIZATION

The TQSOI is a non-profit organization that unites citizens 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

The Food Security Dossier Program Manager's primary mandate will be to coordinate the food security network establishment project, the food security committee as well as oversee all other activities for the TQSOI's food security dossier.

TASK DESCRIPTION

- Facilitation of the TQSOI's Food Security Committee:
 - Schedule meetings, prepare agendas, co-facilitate the meetings, ensure proper follow-ups;
 - Coordinate with the co-facilitator;
 - Accompany the groups in decision making, implementation of action plans and realization of specific projects;
 - Coordinate the implementation of actions of the various partners of the project;
 - Maintain effective communication between all parties regarding the state of projects advancement, the problems encountered and the concerns raised by the partners, as well as ensure the global understanding of the issues by all parties;
 - Deploy and support collaborative activities;
 - Document and report production (action plan, project dossier, progress reports);
 - Coordinate and manage timely delivery of results with partners;
 - Document the project's progress continuously, collect and analyze learning opportunities.
- Develop a coherent and adapted food network model for the West Island:
 - Develop an overview of food security collaboration and consultation networks in the West Island;
 - Develop an understanding of the use of food aid in the West Island;
 - Mapping of the actors to include in local initiatives;
 - Support the action plan for the implementation of the model;
 - Develop a communications strategy around local actors' needs and opportunities for collaboration;
 - Complete ongoing documents such as the portrait of the local food system;
 - Develop a plan for on-going funding, draft funding requests and reports.
- Team lead:
 - Offer leadership and support to team members in charge of food security dossiers;
 - Develop a knowledge exchange network with the team;
 - Empower team members with skills to improve their performance;
 - Create a pleasant working environment that inspires the team members;
 - Monitor projects, identify project challenges and apply solutions on a regular basis;
 - Communicating goals and targets to team members;
 - Report to the management;
 - Conduct team meetings;
 - Lead 1-2-1s with team members.

- Coordination and policy:
 - Coordinate with other major initiatives in the community, as appropriate, to minimize redundancies and to align strategies and actions;
 - Guide working groups to develop specific goals, metrics, and implementation strategies based on the common agenda;
 - Note potential legislative agenda, policy, and funding recommendations.

REQUIREMENTS

- Applicants must follow or have followed university-level training in a program such as: social work, sociology, anthropology, global food security, or any other related discipline which would give them the skills required for this job (master's level education is an asset);
- Experience in consultation / management of multi-partner projects and in animation of committees;
- Interpersonal skills to cultivate a real commitment;
- High level of autonomy;
- Capacity to both be in a position of leadership and support;
- Value teamwork and communication;
- Knowledge of or experience in the community sector;
- Capacity to think critically and analytically when conducting research;
- Animation, facilitation or mediation skills;
- Interest in community development and social justice;
- Organizational, time management and prioritization skills;
- Attention to detail;
- 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 TQSOL'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: 1 year contract with the possibility of extension
- Start date: Immediately.
- Salary: 25-28\$/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, November 6, 2022** to Alena Ziuleva by e-mail at hr@tqsoi.org and specify "Project Leader- Food Security" in the subject line.