

## Project Coordinator - 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 Project coordinator'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

- Prepare and facilitate meetings for the project planning;
- Accompany the groups in decision making, implementation of action plans and realization of specific projects;
- Plan, promote and facilitate the project's events;
- Research, analyze, summarize and compile material for the project;
- Document and evaluate the progress of the project on an ongoing basis;
- Develop a coherent and adapted food network model for the West Island;
- Drafting reports, preparing social media visuals and written material;
- Develop a plan for on-going funding, draft funding requests and reports;
- Monitor projects, identify project challenges and apply solutions on a regular basis;
- Other tasks as per established priorities.

### 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;
- Capacity to synthesize and communicate information;
- Research skills;
- 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;
- 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**

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: 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**

Send your resume to Alena Ziuleva by e-mail at [hr@tgsOI.org](mailto:hr@tgsOI.org) and specify "Project Coordinator - Food Security" in the subject line.