

## SUMMER JOB

### Project Assistant – Diversity and Inclusion

#### 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 Project Assistant - Diversity and Inclusion will support the work of the Poverty Reduction and Social Inclusion project manager. The project assistant will assist with the development and the implementation of activities aimed at improving and encouraging the full participation of people of immigrant origin and ethnocultural minorities in collective, community and democratic life.

#### TASK DESCRIPTION

- Develop and implement activities focused on diversity and inclusion;
- Assist with literature review on diversity and inclusion practices with an emphasis on community organizations;
- Suggest, develop or collaborate in the production of documents reflecting diversity and inclusion practices;
- Plan, coordinate, animate, evaluate and ensure the follow-up of the meetings;
- Create and finalize reports;
- Participate in outreach activities;
- All other related tasks.

#### REQUIREMENTS

- Applicants must be undergoing or have completed college or university level training in a program such as Sociology, Social Work, Political Science, Human Resources 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;
- Animation and facilitation skills are an asset;
- Interest or experience in the community sector and working with diverse populations;
- Strong sense of partnership, equality and social justice;
- Excellent communication skills in English and French, **bilingualism is required**. Any additional language knowledge is considered an advantage.
- 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
- Duration of employment: 8 weeks
- Start date: Flexible
- Salary: \$18-22/ hour
- Location: A combination of remote and in-person work in the West Island.

## **TO BE ELIGIBLE**

This position is partially funded by the Canada Summer Jobs program and candidates must meet the following eligibility requirements:

- Applicants must be between 15 and 30 years of age at the start of the employment;
- 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 to Alena Ziuleva by e-mail at [hr@tqsoi.org](mailto:hr@tqsoi.org) and specify "Project Assistant - Diversity and Inclusion" in the subject line.