

SUMMER JOB

Housing Program Assistant

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 Housing Program Assistant will support the work of the project coordinators of the “Comité logement” establishment project and the Housing For All West Island project. These projects aim to contribute to making affordable housing available to West Island residents and to make tenants’ rights information and support more accessible. The assistant will work with the program manager to support each project’s initiatives through various tasks to bring together local knowledge related to the development of community housing.

TASK DESCRIPTION

- Participate in training from partners on tenants’ rights and responsibilities;
- Assisting the Project Coordinator of the comité logement project in organizing workshops, events and attending committee meeting
- Compile and analyze results from project activities;
- Working with partners in order to improve tenants’ housing situation;
- Assist with the development of materials based on these results;
- Research information for the “comité logement” project;
- Assist the Tenants’ Support Coordinator in mobilisation and outreach activities;
- Help with the communication and promotion of the projects activities and materials;
- Other tasks as per established priorities.

REQUIREMENTS

- Applicants must be undergoing or have completed a college or university level training in a program such as Sociology, Geography, 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;
- Experience conducting qualitative research;
- Work well in collaboration with others and maintain positive working relationships;
- Excellent communication skills in English and French, bilingualism is required. Knowledge of a third language is an asset;
- 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. Last possible start date is July 3, 2023
- Salary:\$18-22/ hour
- Location: A combination of remote and in-person work in Pointe-Claire

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 and specify "Housing Project Assistant" in the subject line.