



## **SUMMER JOB**

### **Project Assistant – Social Development**

#### **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**

The Project Assistant – Social Development will support the work of the Concertation Coordinator as well as for any other social development related activities that will be happening at the time.

#### **TASK DESCRIPTION**

- Communications (drafting email communications, preparing social media post visuals and written material);
- Support strategies for mobilizing residents and/or organizations around activities;
- Support production of events
- Support production of materials
- Supporting project coordinator in planning, and evaluation of project elements;
- Support document writing & reports; post-event reports, logging important findings, solutions for future consideration, etc.;
- Support assessments, evaluations and reflections: Evaluating activities, review action plan next steps;
- Support any other related tasks.

#### **REQUIREMENTS**

- Undergoing or completed college or university-level studies in social work, sociology, anthropology, communications or other similar programs;
- Ability to complete tasks in an autonomous manner;
- Ability to follow deadlines;
- Work well in collaboration with others and maintain positive working relationships;
- Capacity to synthesize and communicate information;
- Excellent communication skills in English and French. Bilingualism is required.

## **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
- Duration of employment: 8 weeks
- Start date: Flexible. Last possible start date is June 3rd, 2024
- Salary: \$ 18 / 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](mailto:hr@tqsoi.org) and specify "Project Assistant – Social Development" in the subject line.