

Housing Forum Coordinator

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

As part of the TQSOI's Housing team, the Housing Forum Coordinator will oversee the organization of a series of forums designed to increase citizen engagement in the community housing development process, in tandem with the various other housing stakeholders, specific to each municipality. These forums would involve bringing together guest speakers from different knowledge sectors who are working to find innovative solutions to the housing crisis in a collaborative process of urban design.

TASK DESCRIPTION

- Outreach and mobilization;
 - Contact & engage with key housing stakeholder participants;
 - Mobilize southern West Island citizens interested in housing;
 - Create content for communication and outreach material for events;
 - Develop communications plan for event promotion;
- Event facilitation and organization;
 - Participate in the planning, promotion, facilitation and evaluation of events;
 - Coordinate with housing team for forum content planning;
 - Preparing event budgets and related tasks;
 - Researching and booking venues;
 - Organizing needed supplies, catering;
 - Coordinating all logistical elements of the event;
 - Managing set-up, tear-down, of event;
 - Developing post-event reports on the effectiveness of each event.
- Administration and governance;
 - Participate in team meetings.
 - Participate in the overall evaluation of the project.
 - Participate in relevant training (as needed).
 - Participate in tasks related to the overall goals of the TQSOI.
 - Preparing evaluation report on forums, per funder requirements.
- All other related tasks.

REQUIREMENTS

- University level training in a program such as Urban Planning, Geography, Sociology, Social Work, Political Science, Project Management, Event Planning, or any related discipline that would give them the background skills required for the position or relevant work experience;
- Excellent knowledge of Office suite and social media platforms;
- Experience in collective action (group animation, facilitation, etc.);
- Demonstrates initiative, high level of autonomy and creativity;
- Strong organizational and planning skills with attention to detail;
- Ability to multitask;
- Experience in community event planning is an asset;
- Interest in affordable housing and social justice issues is an asset;
- Interest or experience working in the community sector and/or the West Island community is an asset;
- Work well in collaboration with others and maintain positive working relationships;
- 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 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: To be discussed with candidate
- Start date: Immediately.
- Salary: \$29-31\$/h.
- Location: A combination of remote and in-person work in the West Island.
- Flexible working conditions with 3 weeks paid vacation and 2 weeks paid vacation during the Christmas vacations.
- Generous bank of sick and personal days.
- Group insurance.
- Partial reimbursement of internet and telephone expenses.
- Dynamic team in a thriving, vital community organization.

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 Forum Coordinator" in the subject line.