

## Community Liaison (Housing)

### 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 Community Liaison will be responsible for the realization of the action plan of a project designed to bring change in the community housing in the West Island.

### TASK DESCRIPTION

- Outreach, mobilization and advocacy:
  - 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;
  - Create and maintain contact with municipalities;
  - Participate to local events to present the project and advocate for it;
  - Elaborate relevant documents to present at different events;
- Regulatory monitoring and strategic partnerships:
  - Monitor and analyze the by-laws and regulations;
  - Ensure that recommendations and proposed by-law amendments remain on the political agendas;
  - Create and maintain contact with relevant institutions with funding powers;
  - Create a bridge between strategic partners and community organizations;
- Event facilitation and organization:
  - Participate in the planning, promotion, facilitation and evaluation of events;
  - Coordinate with the housing team for content planning;
  - Prepare event budgets and related tasks;
  - Coordinate all logistical elements of events;
  - Develop reports on the 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;
  - Prepare evaluation report on events, 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, Communication 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 project management and communication;
- Demonstrates initiative, high level of autonomy and creativity;
- Strong organizational and planning skills with attention to detail;
- Ability to multitask;
- Experience in community work 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 a team and 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: \$29.08\$/h.
- Location: A combination of remote and in-person work in Pointe-Claire.
- 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](mailto:hr@tqsoi.org) and specify "Housing Community Liaison" in the subject line.