

PLEASE POST

The Eastern Townships School Board is seeking candidates for the following **part-time** management position

Administration Officer (12 hours per week) Sunnyside Elementary School (Stanstead)

Position Title: Local Project Manager, Community Learning Centre (CLC)
Reports To: Principal, Sunnyside Elementary

General Description

The primary purpose of this position is to develop and implement a Community Learning Center (CLC) and collaborate with the development of CLCs throughout the English speaking communities in Quebec.

General Function

Under the general supervision of the School Principal and support from the Project Director of the Provincial Resource Team (PRT) at LEARN, the Project Community Liaison manager is responsible for developing partnerships, coordinating the CLC Local Partnership table and providing meaningful learning opportunities for students, families and the community at large.

Essential Duties and Responsibilities

- Reports to the CLC School Principal;
- Develops partnerships, negotiates agreements, coordinates and supervises the activities of individuals and organizations offering resources/programs to address both CLC and community needs;
- Explores and participates on local community development tables, including *Tables de concertations* that correspond to objectives in the CLC theory of change;
- Marketing and outreach to parents, students and community members;
- Collaborates with CLC school principal on development of annual work plan and budget;
- Provides leadership, support, and growth opportunities for staff, volunteers, and community partners.

Knowledge, Skills and Abilities Required

- Ability to work independently and take initiative as required;
- Ability to collaborate and communicate effectively with a broad range of individuals and groups including school administration, staff, students and community organization;
- Knowledge of community planning and development – both theory and practice;
- Experience in planning and evaluation of programs, managing budgets, supervision of staff and volunteers;
- Experience working in a public school setting or knowledge of the public school system and the community;
- Experience working in collaboration with a variety of organizations, community groups and programs.

Education and Experience Requirements

- University degree in a related field or a combination of scolarity and relevant experience;
- Minimum of 2 years of experience in program development.

Other Requirements:

- Possess strong verbal and written communication skills in both French and English;
- Ability to manage multiple projects simultaneously;
- Possess excellent time management and organizational skills;
- Competency in using Word, Excel and database programs.

Work Environment:

- Work is normally performed in an office environment and/or at other locations as deemed necessary;
- May require occasional early morning, weekend or evening work.

Starting date: February 19, 2018 – June 30, 2018 (3 half days per week: Total 12 hours per week)

Salary: As per the Regulation Respecting Certain Conditions of Employment of Senior Staff of School Boards.

Please send your application in writing by **2:00 by February 9, 2018** to:

Human Resources Department
hr@etsb.qc.ca

340 Saint-Jean-Bosco Magog, QC J1X 1K9
FAX: (819) 868-3821

Only selected candidates will be contacted for an interview.

Equal opportunity for all