

PLEASE POST

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

Administration Officer - 40% **Pope Memorial and Sawyerville Elementary Schools**

POSITION TITLE **Local Project Community Liaison manager, Community Learning Centre (CLC)**

REPORTS TO Principal, Pope Memorial/Sawyerville and Elementary schools

GENERAL DESCRIPTION

The purpose of this position is to collaborate with the development of a Community Learning Center (CLC) throughout the English speaking communities in Quebec and more specifically in the Eaton Valley area.

GENERAL FUNCTION

Under the immediate 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

- In collaboration with the Local Partnership Table, the Local Project Manager will develop partnerships to support programs addressing academic enrichment, recreation and social service needs for students, parents and the community;
- Mobilize school and community;
- Develop and maintain strong and positive relationships with the school community (students, families, teachers and partners);
- Identify and connect with appropriate local community providers and government agencies;
- Coordinate and facilitate recruitment and supervision of Activity Leaders;
- Secure special funding and assist with project planning;
- Meet regularly with CLC Partnership Table, school/centre staff and appropriate community providers;
- Attend Provincial networks of Local Project Managers;

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Experience in managing budgets
- Experience in supervision of staff and volunteers;
- Has knowledge about the public school system and the community Experience working in collaboration with a variety of agencies, community groups and programs;
- Ability to work independently and to collaborate with other CLC Local Project Managers;
- Group facilitation skills;

EDUCATION AND EXPERIENCE REQUIREMENTS

- Minimum of a university degree in a related field;
- 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 **Mid October 2020**

SALARY As per the Regulation Respecting Certain Conditions of Employment of Senior Staff of School Boards (Class 2).

Please send your application in writing **by 4:00pm on September 25th 2020** to :

hr@etsb.qc.ca

Human Resources Department
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