

## PLEASE POST

**P-23-18**  
**2024-04-24**  
**REPOST**

The **Eastern Townships School Board** is seeking candidates  
for the following position

**PROJECT DEVELOPMENT OFFICER (Replacement)**  
**for “Service aux entreprises”**  
**35 hours per week for the regionalization of SAE**  
**Based at Lennoxville Vocational Training Centre (Sherbrooke)**

### NATURE OF THE WORK

The position of project development officer encompasses, in particular, responsibility for research, analysis and development of activities based on a particular theme, such as the analysis of business training needs, organizational development, development of technological support and review of administrative procedures. The project development officer ensures the planning, coordination and delivery of an action plan related to a theme calling on the internal and external resources of the school boards participating in the regionalization of « *Service aux entreprises* » (SAE) in order to better serve the needs of local organizations and businesses.

### SOME CHARACTERISTIC DUTIES

The project development officer participates in the implementation and update of the school boards commitment to success plan on a theme for which he or she is responsible and various projects assigned, notably in the health and services field. He or she also acts as the main contact point of the English clientele of the SAE.

He or she analyzes the needs of the community, identifies available resources within and outside the network, consults resources, prepares an action plan, informs management staff of services and educational institutions and formulates recommendations.

He or she prepares and conducts, with the school boards resources, awareness-building, information and training activities designed for the staff involved in the various programs and activities of the project.

He or she establishes and maintains relationships with representatives of partner organizations involved in the various programs studied particularly in the health and services sector to obtain or give advice or information. He or she informs the organizations concerned of the resources and services of the school boards and of the educational institutions.

He or she represents the school boards in dealings with various partners and resources, conducts meetings of the specialists concerned and coordinates the work of the groups involved in the theme presented. He or she will also be responsible for business development in the health and services sector so as to increase awareness of the services and promote training opportunities.

He or she periodically evaluates the activities related to the theme in which he or she is involved; he or she makes comments, produces reports and formulates recommendations concerning the delivery of activities.

He or she will have to be mobile as the clientele will be located across the Eastern Townships territory.

## **QUALIFICATIONS REQUIRED**

A bachelor's degree in an appropriate specialty

## **OTHER REQUIREMENTS**

- Bilingual spoken and written;
- Ability to generate business and promote various projects and initiatives;
- Knowledge of the health services sector and English clientele needs in the region.
- Experience in event planning and promotion, including on social media;
- Demonstrated ability to establish contacts and networks with partners and organizations in various sectors, including private organizations, sectorial associations, *Service Québec* and other service providers;

SUPERVISOR: *Directeur régional du service aux entreprises*  
WORK SCHEDULE: 35 hours per week  
STARTING DATE: As soon as possible (UNDETERMINED END DATE)  
SALARY SCALE: \$27.08 - \$47.98 per hour

Please send your application in writing **by 2:00 p.m. on May 8, 2024** to:

**[hr@etsb.qc.ca](mailto:hr@etsb.qc.ca)**

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***Equal opportunity for all***