



## JOB OFFER

### SPECIAL PROJECTS COORDINATOR PERMANENT PART TIME - CHATEAUGUAY OFFICE

The Montréal West Community Network (MWCN) is a non-profit organization dedicated to enhancing access to services in English for the English-speaking community of Montréal West.

MWCN is currently seeking a Special Projects Coordinator to join our team at the Chateaugay Office, with occasional work in other MWCN offices. This role focuses on planning, coordinating, and delivering special projects, including employability initiatives.

#### Job Responsibilities

As the Special Projects Coordinator, you will be responsible for managing MWCN's special projects to meet the needs of the English-speaking community. Key duties include:

- Develop and Manage Projects: Create and oversee special projects with clear objectives.
- Coordinate Activities: Plan and implement workshops, events, and related project activities.
- Engage Stakeholders: Build and maintain partnerships with community organizations.
- Track Progress: Monitor project timelines and ensure successful delivery.
- Prepare Reports: Draft project updates, reports, and funding applications.
- Promote Awareness: Develop communication strategies to highlight projects and outreach efforts.
- Support Operations: Handle administrative tasks related to project execution.

#### Ideal Candidate

The successful candidate will possess the following qualifications:

- College or university degree in a related field like Administration or Business (experience in project coordination, employability, or community services is an asset).
- Proven ability to work independently and as part of a team in a dynamic, fast-paced environment.
- Minimum of 2 years of experience in project management or coordination.
- Strong communication, interpersonal, and organizational skills.
- Excellent computer skills, including proficiency with project management tools.
- Bilingual (English and French).

#### Job Details

- Type: permanent part-time, Monday-Thursday.
- Salary: \$23.00-\$25.00 per hour, based on experience.
- Availability: Occasional evening and weekend meetings or events.
- Travel: Occasional travel required, including a multiday overnight retreat and annual conference.
- Location: Primarily at the Chateaugay office, with occasional work in other MWCN offices. Access to a car is essential.

If you're passionate about designing and delivering impactful special projects that benefit the English-speaking community, please forward your curriculum vitae to [info@mwcnc.ca](mailto:info@mwcnc.ca).

\*Job start date is ASAP.