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EMSB



EMPLOYMENT OPPORTUNITY



Commission scolaire English-Montréal
English Montreal School Board

COORDINATOR-SPECIAL PROJECT UNTIL JUNE 30, 2026

General Circular No. M-11

| | |
|----------------------------|---------------------------------------|
| Place of Work: | Adult Education & Vocational Services |
| Classification: | 7 |
| Salary Rate: | \$84,101.00 to \$112,133.00 |
| Start Date: | Determined by the Board |
| Immediate Superior: | Director |

Nature of the Work

The coordinator for Business Services will analyse the current state of day-to-day services, propose recommendations, develop an action plan, and working with the Directors and Assistant Directors of the English Boards will help develop and expand the Business Services offering. The Coordinator of Business Services will do this while respecting that each School Board has its own local and regional reality as well as its own individual structure in place for its Business Services.

Key responsibilities

- Assist the directors or assistant directors of the Nine English School Boards and advise them on all matters related to the Business Services field;
- Prepare a yearly comparative analysis of each School Board's Business Services for each respective school year and compare to previous school year;
- Propose and develop solutions and initiatives to continue bettering each School Board's Business Services and support the boards in their implementation and analyze their effectiveness;
- Organize opportunities for sharing best practices and networking events;
- Participate in career and employment fairs related to Business Services;
- Represent the Québec English education network within organizations involved in Business Services such as FQR, TREAO, CPMT, and other relevant committees;
- Represent the Québec English education network at all relevant ministerial committees;
- Collaborate and liaise with the service to business coordinator(s) at the Fédération des centres de services scolaires;
- Provide expert support to the Nine English school boards on all matters relating to business services;
- Assist in developing new local, regional and provincial business services opportunities;
- Identify available resources within and outside the network, consult resources, prepare an action plan, inform educational institutions and formulate recommendations;
- Aid in the development, promotion, recruitment and delivery of programs;
- Contact via Teams and/or physical travel both on a regional and provincial level; a personal car is required;
- May be required to work evenings and weekends;
- Any other related tasks.

Requirements and Qualifications

- Undergraduate degree in a relevant field of study, certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications;
- 5 years of professional experience in relevant field;
- Relevant knowledge and experience within the Business Service field is an asset;
- Experience working in the Quebec public-school setting or knowledge about the Quebec public-school system and the community;
- Experience working in collaboration with a variety of agencies, community groups and programs;
- Ability to work independently and collaborate with other community liaisons or groups;
- Ability to work effectively within a team environment;
- Group facilitation skills;
- Strong verbal and written communication skills in both English and French;
- Ability to work on multiple projects simultaneously, excellent time management and organization skills;
- Good knowledge of the Microsoft Suite (Word, Excel, Teams, etc);
- Good comprehension of vocational training programs is an asset;
- Strong desire to be a lifelong learner and attend professional development in order to be innovative and current.

To view job description as outlined in the classification plan [click here](#)

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca to the attention of Ms. Ann Watson, Director of the Human Resources Department,

by Thursday January 9 by 4:00 p.m.

Please refer to the circular number in your letter of application.

Only candidates chosen for an interview will be contacted by the English Montreal School Board.

Tests may be administered in order to assess candidates' skills.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.