

Célébrons
la **DIVERSITÉ**
et
l'**INCLUSIVITÉ**
à la
CSEM



**OFFRE
D'EMPLOI**

25 Déjà 25 ans !

**PROJECT DEVELOPMENT OFFICER
(INTEGRATION INTERNATIONAL FAMILIES)**

General Circular No. P5 / 2143-8435

Place of Work:	School Organisation
Status:	100% Regular Position
Salary Rate:	\$27.07 to \$47.08
Start Date:	AUGUST 2024
Immediate Superior:	Director

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, more specifically for the integration of immigrant families. The Project Development Officer is in charge of community relations, needs analysis, organizational development and development of technological support.

Tasks and responsibilities

- Strengthens the relationship between the schools and the student's parents, by helping schools understand the families' realities, needs, and preoccupations towards their children's education.
- Supports students' academic success and encourages parent participation by helping them navigate the Quebec educational system and advises parents on both internal and external resources available to them in order to support the student's success.
- Plans and coordinates events and fieldtrips catered towards our immigrant students to facilitate their integration into Québec's culture and facilitates oral communications, as required.

Requirements and Qualifications

- Bachelor's degree with an appropriate specialization
- Related work experience or knowledge of the Quebec school system
- Excellent language skills both oral and written
- Excellent communication, organizational, analytical and interpersonal skills
- Proficient in Microsoft Office
- Ability to work well under pressure within a multidisciplinary team and ability to multitask

To view job description as outlined in the classification plan [click here](#)
or visit their website <http://cpn.gouv.qc.ca/en/cpnca/classification-plans/>

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 Monday July 29, 2024.

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

The masculine gender was used in this posting to facilitate the reading.

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.