

Job Offer

The English Community Organization of Lanaudière is seeking a Community Facilitator for the MRCs of L'Assomption and Les Moulins (points of service in Repentigny and Mascouche).

Under the supervision of the Executive Director and in collaboration with the work team, volunteers and partners, the successful candidate will assume the following responsibilities

- Consult with members of the English-speaking community to identify their needs and priorities
- Provide a welcoming, listening, referral and accompaniment service
- Organize and facilitate activities in English for various groups (families, seniors, youth)
- Collaborate with other organizations to increase the accessibility of services and activities offered in English on the territory
- Provide referrals and support to community members in need of services
- Promote the organization's activities and services
- Collaborate in the development of work plans
- Write reports
- Perform any other task related to the development of the organization

The ideal candidate:

- Has completed post-secondary education in a field related to community development, recreation technology or other related background.
- Has experience working in the community service sector
- Excellent communication and interpersonal skills and is bilingual (English / French)
- Is familiar with the South Lanaudière region and its community and institutional resources
- Can work independently and as part of a team
- Has a personal vehicle and can travel in the Lanaudière region.

Schedule: 35 hours / week, Monday to Friday. Possibility of occasional evening and/or weekend hours.

Salary: According to the organization's salary scale (between \$34,580 and \$40,040 annually)

Other conditions: Contribution for the use of personal cell phone for professional purposes. Reimbursement of travel expenses according to the organization's policy.

Start date: to be determined with the candidate.

Please send your resume (in English or French) and a cover letter (in English only) by August 20, 2021 to:

Michelle Eaton-Lusignan, Executive Director

ecollanaudiere@hotmail.com