



## *Coalition de la Petite-Bourgogne / Quartier en santé*

### **JOB POSTING**

#### **POSITION: NEIGHBOURHOOD ROUNDTABLE COORDINATOR**

The *Coalition de la Petite-Bourgogne/Quartier en Santé* is an intersectoral, multi-network neighbourhood roundtable that brings together some 60 representatives from the community groups, institutional and residents. Its mission is to improve the conditions and quality of life of the residents of Little Burgundy and to promote their participation in the social and community life. Its actions are mainly carried out through the three standing committees: Urban planning and Living Environment, Youth, and Health & Food.

#### **Summary**

Under the responsibility of the Board of Directors and in accordance with the strategic directions established by the RoundTable members, the coordinator will have the following mandate:

#### **Coordination and Planning**

- To ensure the general functioning and development of the RoundTable and its committees and projects;
- To coordinate the development of the neighbourhood portrait and the implementation of the strategic plan;
- To mobilize members in the implementation of the annual action plan, in the follow-up of actions and projects and in drawing up the balance sheet;
- To convene and facilitate meetings of the Coalition's standing committees.

#### **Communication and representation**

- To ensure regular communication among RoundTable members and with partners;
- To represent the RoundTable and collaborate with other local or regional authorities as required.
- Make sure you have the pulse of the needs and interests expressed by the population, members and other actors;
- Keep up to date of neighborhood issues and circulate information to partners and other bodies

#### **Management of financial and material resources**

- To ensure financial management, prepare invoices, see to the entry of data and carry out follow-ups, develop the budget estimates of the organization;
- To manage the various funding sources from which the RoundTable benefits as well as find new sources of funding by drafting and filing applications;

- To ensure accountability in compliance with the memoranda of understanding with the various funding agencies, as well as the evaluation of the achievement of the objectives set by the members;
- To ensure the proper operation and maintenance of the premises and all equipment.

### **Management of human resources**

- To provide coaching to the employees and support them in the achievement of their respective mandates;
- To facilitate regular team meetings and ensure work planning;
- To hire and evaluate employees.

### **Qualifications required**

- University degree in Management, Social Sciences or relevant field, and/or three to five years of experience in management, mobilization, and dialogue.
- Very good knowledge of social issues and challenges
- Uniting and mobilizing leadership, teamwork skills
- Sense of organization, autonomy, ability to handle several files simultaneously
- Analytical capacity, strategic vision
- Fluency in French and English (spoken and written)
- Excellent communication and interpersonal skills
- Knowledge of the Little Burgundy area is an asset
- Knowledge of Montreal's multi-ethnic reality is an asset
- Knowledge of the Office Suite (Outlook, Excel, etc.)

**Salary: \$28 / h**

**Permanent position: 35 hrs/week,**

**Start date: June 2021**

Interested candidates are asked to send their Resume and a Letter of Intent no later than **FRIDAY**

**MAY 14 (NOON) BY EMAIL TO:**

**Coalition de la Petite-Bourgogne/Quartier en Santé**

**Selection Committee/Coordinator RoundTable position**

**E-mail: [coordination@petitebourgogne.org](mailto:coordination@petitebourgogne.org)**

**Note: Only candidates selected for interviews will be contacted.**