



# COMMISSION SCOLAIRE EASTERN SHORES EASTERN SHORES SCHOOL BOARD

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## DÉPARTEMENT DES RESSOURCES HUMAINES HUMAN RESOURCES DEPARTMENT Internal/External

July 20, 2017

Posting#: [ANC17/18-P5](#)

Eastern Shores School Board is currently seeking applicants for the following position:

### **PROJECT DEVELOPMENT OFFICER At The Anchor Adult Education Center 70% (24.5 hours per week) Supernumerary Effective September 5, 2017 to June 1, 2018**

#### **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, such as community relations, prevention of violence and substance abuse, analysis of business training needs, organizational development, development of technological support and review of administrative procedures. The project development officer ensures the planning, coordination and delivery of an action plan related to a theme calling on the internal and external resources of the school board.

#### **SOME CHARACTERISTIC DUTIES**

- The project development officer participates in the implementation and update of the school board's strategic plan on a theme for which he or she is responsible; where applicable, he or she becomes familiar with various programs concerning the project to which he or she is assigned, assesses their pertinence, informs those involved of them and simplifies their implementation.
- He or she analyzes the needs of the community, identifies available resources within and outside the network, consults resources, prepares an action plan, informs management staff of services and educational institutions and formulates recommendations.
- He or she prepares and conducts, with school board resources, awareness-building, information and training activities designed for the staff involved in the various programs and activities of the project.
- He or she establishes and maintains relationships with representatives of partner organizations involved in the various programs studied to obtain or give advice or information; he or she informs the organizations concerned of the resources and services of the school board and of the educational institutions.
- He or she represents the school board in dealings with various partners and resources, conducts meetings of the specialists concerned and coordinates the work of the groups involved in the theme presented.
- He or she periodically evaluates the activities related to the theme in which he or she is involved; he or she makes comments, produces reports and formulates recommendations concerning the delivery of activities.

#### **QUALIFICATIONS REQUIRED**

A bachelor's degree in an appropriate specialty

Experience working with individuals who have low literacy skills would be considered an asset.

Interested candidates should submit their application in writing by [August 11, 2017](#) to:

**Human Resources – Eastern Shores School Board**

**Email: [job.opportunity@essb.qc.ca](mailto:job.opportunity@essb.qc.ca)**