



The Eastern Shores School Board is seeking applications from interested candidates for the following position: **PROJECT DEVELOPMENT OFFICER (2143)**

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| POSTING # | ESSB-P24-25-03 |
| WORKPLACE | ESSB Board Office 40 Mountsorrel, New Carlisle, QC G0C 1Z0 |
| ST AUS | Supernumerary |
| WORKLOAD | 35 hours per week |
| HOURLY RATE | From \$27.08 to \$47.98 per hour |
| WORK SCHEDULE | Monday to Friday |
| IMMEDIATE SUPERIOR | Adult & Vocational Assistant Director |
| START DATE | Immediately |
| END DATE | June 27, 2025 |
| DATE OF POSTING | September 26, 2024 |
| DEADLINE FOR APPLICATIONS | Until filled |

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.

CHARACTERISTIC FUNCTIONS

The Project Development Officer will work on researching, developing and implementing adult education, vocational programs and SERVICE TO BUSINESS projects. They will have a growth-based vision for the department and strong interpersonal skills.

For further details on the characteristic functions please see the Classification Plan at the following address: <https://cpn.gouv.qc.ca/cpnca/en/negotiations/plan-de-classification/personnel-professionnel/>

QUALIFICATIONS REQUIRED

A bachelor's degree in an appropriate specialty.

Interested candidates should forward their curriculum vitae, transcripts and diplomas, indicating in the subject the posting number **ESSB-P24-25-03 to job.opportunity@essb.qc.ca.**

Eastern Shores School Board is committed to equal access to employment and encourages applications from women, Aboriginal peoples, visible minorities, ethnic minorities and persons with disabilities. ESSB will only contact the candidates selected for interviews.

