

Provincial Projects Coordinator



ABOUT YES

YES, is a non-profit organization providing English-language employment and self-employment services in Quebec.

PROVINCIAL PROJECTS COORDINATOR

We are looking for a talented individual that enjoys working with people, has excellent coordination skills, enjoys program development and problem-solving and is looking for a career opportunity in a tightly-knit non-profit office environment. The right candidate will want to work in the non-profit sector, have knowledge of local and regional English-speaking communities to provide and develop services and strategies in the regions of Quebec related to self-employment and entrepreneurship.

RESPONSIBILITIES WILL INCLUDE

- Coordinating various provincial projects and events related to economic development
- Assisting in the tracking of deliverables within approved budget and project plans
- Coordinating the promotion and logistics for provincial programs (services and community development)
- Coordinating the recruitment and training of volunteers
- Assisting with the identification and development of online services for YES
- Maintaining and populating CRM with detailed records of customer and partnership interactions and transactions

QUALIFICATIONS AND REQUIREMENTS

- A University business degree
- Minimum of two (2) years of experience in managing and coordinating projects at a non-profit organization
- Have a strong understanding of the economic development service needs of the English-speaking regions of Quebec
- Sensitivity to the challenges facing the English-speaking communities
- Ability to work well under pressure, manage competing priorities, manage processes, and enjoy a fast-paced, unpredictable environment;
- Strong English writing and communication skills
- Strong interpersonal skills
- Organized, detail-oriented
- Must enjoy working with people, with a positive, supportive approach
- Strong networking skills
- Excellent computer skills (Microsoft office, CRM, Smartboard)
- Flexible and resilient
- Strong administrative skills
- Willing to travel
- Bilingual (French and English)
- Driver's licence

HOW TO APPLY:

Send your cover letter and résumé by May 16, 2017
to the Director of Administration and Personnel at

fa@yesmontreal.ca

(Résumés without cover letters will not be considered.)

Only those candidates chosen for an interview will be contacted.
YES is committed to equal opportunity employment.

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