

Founded in 1995, YES (Youth Employment Services Foundation), a non-profit community-based organization dedicated to enriching the community by providing English-language support services to help Quebecers find employment and start and grow businesses, is looking to hire a

Project Coordinator (1 year contract)

The Project Coordinator for the Women in STEM (Science, Technology, Engineering and Math) project is responsible for the coordination and implementation of the project which aims to support women by improving systems and institutional practices to advance inclusivity and leadership for women in the STEM industry.

RESPONSIBILITIES

Coordinate with an Advisory Committee and consultants in responding to the needs of women and partnering companies by analyzing institutional practices, developing strategies, supporting mechanisms and then implement the strategies.

- Plan, facilitate and conduct meetings with stakeholders
- Coordinate and ensure that project deliverables are clearly understood by project partners /contractors, and are executed in a manner that contributes to key partner's learning and best practices development
- Coordinate the development of materials, tools and a web-based sharing platform
- Conduct research on best practices and change models regarding women issues in business
- In collaboration with a consultant, develop and coordinate a forum to identify issues and engage stakeholders in the design and delivery of the project
- Work with internal sub-committees to create compelling approaches to raise awareness and move the implementation of activities among key audiences
- Prepare, monitor and track progress of project deliverables, and budgets, identifying issues and providing advice on project progression
- Implement an outreach and promotion strategy that strengthens relationships with and amongst the stakeholders
- Work with a roster of mentors and facilitate with matching
- Support three selected women leaders in the development of a pan-Canadian network of 150 key women leaders towards an independent women's movement in Canada

Knowledge, Skills and Qualifications

- Degree or Diploma in Business Administration, Project Coordination, Gender Issues or other relevant studies
- Experience in project coordination, including project planning, developing work plans, priority setting, budget tracking, report writing, and evaluation
- Experience working in a non-profit or community-based agency in the areas of women's issues, business or other relevant sectors
- Knowledge and understanding of women's issues, barriers and information needed for leadership and career advancement
- Well-developed relationship building skills; ability to establish rapport and excellent communication with members, partners, staff and volunteers
- Strong organizational skills, detail oriented, independent, ability to meet tight deadlines and demanding schedules
- Excellent interpersonal, problem solving and conflict resolution skills
- Strong work ethic, sound judgment, sensitive to diversity
- Experience with WordPress platform is a strong asset
- Event planning experience is an asset
- Able to travel

YES is proud of its diverse, committed, focused and respectful staff and volunteers. YES has a dynamic and fast paced work environment and offers its employees:

- 10 sick days/personal days per year
- A Group Insurance plan (Life Insurance/ Health & Dental/ Disability Insurance)
- An Employee Assistance Program
- VRSP (Voluntary Retirement Savings Plan)
- Closed between Christmas and New Year
- Professional development opportunities

HOW TO APPLY:

Send your cover letter* and résumé
to fa@yesmontreal.ca (*résumé **must** be accompanied by
a cover letter)

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