

## **Project Coordinator – Employability**

4Korners is a registered Canadian charitable organization founded in 2005. We connect individuals of the Laurentians with programs and services to meet their identified needs in a secure and inclusive environment. We work collectively to serve and enrich the lives of communities in the Laurentian region.

### **Summary**

The project aims to improve access to employment assistance services in the Laurentians for English-speaking Quebecers and to further develop collaborations with employability partners.

### **Key Responsibilities**

- Work with an external research consultant to gather information on the English-speaking community in targeted regions including: the employability skills of English-speakers aged 15-29, their socio-economic realities, and any other information relevant to the project.
- Create a youth profile of the Laurentian region to disseminate to partners in collaboration with the team from data collected and build a knowledge base on employability factors affecting English-speaking Quebecers in the Laurentians.
- Participate on committees, concertation tables and decision-making bodies to help encourage institutions and organizations in the employment sector to think of, and consult, English-speakers when developing and implementing policies or adapting programs to meet the needs of the English-speaking population in the 7 MRCS in the Laurentian region.
- Establish and maintain a network of contacts including key players in the English-speaking community in the region (potential employers, schools, YES, CEDEC, etc.)
- Build a strategic relationship with employment service centers to evolve their services and support them.
- Promote adaptation of materials and programs with CJE's activities throughout the region.

### **Qualifications & Experience**

- Comfortable reaching out to new partners.
- Bilingual (French and English)
- Open to team collaboration in a remote environment using cloud project management tools and virtual meetings.
- Able to drive around the Laurentian region, when needed.
- Experience working in community (preferred)



- Autonomous, flexible, solution-oriented and able to make decisions.
- Detailed and organized.
- High degree of resourcefulness and adaptability.

**Start date:** As soon as possible.

**Compensation:** \$19.80 - \$29.80

**Language(s) of work:** Both official languages. English and French

**Hours of Work & Contract Timeline:** 28 hrs/week until March 31, 2022. High probability of renewal.

**Location:** Based out of our five locations across the Laurentians and remote.

4Korners provides its employees with a Health Insurance program, retirement saving program and extra paid vacation during the December holiday season.

## How to apply

Please email your CV and cover letter stating your experience and outlining your ability to coordinate this project to: [stephanie@4korners.org](mailto:stephanie@4korners.org)

We appreciate the time and energy candidates put into this process, however only those chosen for an interview will be contacted. This position will stay open until filled by the best candidate.

4Korners is an equal opportunity employer and values diversity in its workforce, encouraging applications from all qualified individuals. We strongly encourage applications from members of the Government of Canada's job equity groups (i.e., persons with disabilities, Aboriginal peoples, and newcomers to Canada), and from all groups who experience marginalization. We encourage applicants to self-identify in their cover letter if they are comfortable doing so. Due to the nature of our work traditionally being women led, and to contribute to gender equality in the workforce, we also encourage men to apply.