



Community Development Coordinator – Hybrid position, MRC Pays-d'en-Haut and Les Laurentides, QC.

ORGANIZATIONAL BACKGROUND

Established in 2005, 4Korners is a community-based organization. We are dedicated to supporting the well-being of English-speaking residents of the stunning Laurentians region. Our goal is simple: to offer inclusive and empowering services that meet the diverse needs of our English-speaking community, regardless of age or background. Through activities and programs related to health and social services, education, arts and culture, our mission is to strengthen a vibrant Laurentian community where every individual's story contributes to this richly diverse mosaic.

During the past years, 4Korners has undergone an organizational restructure and growth that brought new programs throughout the Laurentian Region. Along with our Head Office and Activity Centre in Deux-Montagnes, we run four satellite offices in the Laurentians with multiple services in many small towns.

With a unique and ambitious mandate covering a large territory, we are looking for a professional and passionate **Community Development Coordinator** to join our team.

The Community Development Coordinator will be responsible for working in collaboration with community and public partners in order to facilitate access to projects and programs, as well as provide support and create links to community resources for the English-speaking community in MRC Pays-d'en-Haut and MRC des Laurentides.

The Community Development Coordinator is a community outreach position that requires working at the office of assignment when not at activities.

OBJECTIVE

Identify community needs and work collaboratively with partners to build organization-aligned strategies and initiatives to address them in the MRCs Pays-d'en-Haut and Les Laurentides.

RESPONSIBILITIES

Networking Partnership Initiative (NPI) Outreach – 65% of hours

- Represent the English-speaking community and 4Korners with partner organizations on tables and committees.
- Mobilize partners to recognize and address challenges
- Create and equip partners with knowledge, information and support
- Collaborate with partners in making improvements
- Respond and direct community to resources, and refer them to other team members or partners, as appropriate.
- Disseminate relevant 4Korners information to partners and community, as required.
- Represent 4Korners with a kiosk and at events prioritized by 4Korners.
- Support the NPI Manager in monitoring data for reporting purposes, as required.

General Administration – 20% hours

- Participate in mandatory trainings and team meetings.
- Ensure that all required reporting is tracked and submitted by deadlines.
- Work collaboratively with the 4Korners team.
- Support the Executive Director and NPI Program Manager

Dialogue McGill Program: 15% hours

- Promote the McGill bursary program throughout the Laurentians in universities, cegeps and vocational training schools. Review bursary applications and follow-up with bursary recipients.
- Coordinate English Language Learning Activities for Health Care and Social Services Professionals.
- Liaise with Language learning schools and CISSS Laurentides to align expectations in terms of services being offered and professionals joining the English conversation groups.
- Support the Program Manager with the McGill's reporting periods, performance and measurement report, and the bursary tracking tool.
- Support with the promotion of careers in Health and Social Services to Secondary and Post-Secondary students through active participation at career fairs and in setting up informative kiosks.

QUALIFICATIONS AND EXPERIENCE

- Post-secondary diploma in social sciences, health sciences, education or related fields; and/or relevant years of experience in working with the community and organizing activities.
- Demonstrated ability to build successful relationships with internal and external partners.
- Proficiency in MS Office suite, as well as video chat technology and familiarity with various social medial channels.

ESSENTIAL SKILLS (mandatory)

- Experience in working with community.
- Active listening, outgoing, and discretion.
- Ability to communicate fluently in English and French in public.
- Demonstrated ability to work independently.
- Demonstrated conflict management and resolution skills.
- Ability to develop and implement programs and activities using an inter-disciplinary collaborative approach.
- Strong critical analysis, problem solving, planning and decision-making skills.
- Demonstrated ability to work in a multi-cultural, multi-disciplinary team environment.
- Must have a car and be willing to drive.

OTHER KNOWLEDGE AND SKILLS (assets for the role)

- Experience in health and social service.
- Experience working in the non-profit sector including all aspects of fund-raising strategy, memberships, volunteer management, reporting to funders.



Core competencies for this role include: **Networking and Relationship Building, Accountability, Strategic Thinking, Communication, Teamwork, Resourcefulness, and Adaptability.**

Deadline to apply: January 19th, 2025.

Start date: Ideally, February 2025.

Compensation: - \$20 - \$29.46/ hr

Hours of Work: 30 hours per week.

Schedule: Mandatory that schedule is flexible for this position: Mostly Monday to Friday. 4Korners schedule runs from 9:00 a.m. to 4:00 p.m. Occasionally evening and on weekends.

Location: Saint-Sauveur, QC.

WHY JOIN 4KORNERS?

You will be joining an organization that believes and practices its values. A charity organization that is reference to other community organizations. 4Korners was selected **Charity of the Year** by CBC in 2021. In addition, 4Korners provides its employees with:

- A Health Insurance program;
- A Retirement Savings Plan (after year 1);
- Two weeks of paid vacation during the December holiday season;
- A paid Mental Health Day per year. We value our team's Mental Health and follow a philosophy to contribute to a positive workplace;
- Other benefits beyond the Labour Standards of Quebec;
- Competitive mileage rate and training;
- Cell phone reimbursement stipend.

HOW TO APPLY

Please email your CV and cover letter stating your experience and outlining how your profile suits this position to recruitment@4korners.org

We appreciate the time and energy candidates put into this process, however only those chosen for interview will be contacted.

If you are selected for this role, you will be required to complete a successful pre-employment screening process which includes a satisfactory Enhanced Police Information Check (E-PIC).

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.