

JOB OFFER – RH2425-70

**DEVELOPMENT AGENT, (ADULT EDUCATION AND SAE)
PART TIME (40%), REPLACEMENT
NETAGAMIOU SCHOOL, HARRINGTON SCHOOL, ST-LAWRENCE
CENTRE, ST-AUGUSTINE SCHOOL OR ST-BERNARD CENTER**

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 (accelerated training in the field of construction, health care) calling on the internal and external resources of the school board.

CHARACTERISTIC FUNCTIONS

The project development officer participates in the implementation and update of the school board's strategic plan on a theme for which he or she is responsible; where applicable, he or she becomes familiar with various programs concerning the project to which he or she is assigned, assesses their pertinence, informs those involved of them and simplifies their implementation.

He or she analyzes the needs of the community, identifies available resources within and outside the network, consults resources, prepares an action plan, informs management staff of services and educational institutions and formulates recommendations.

He or she prepares and conducts, with school board resources, awareness-building, information and training activities designed for the staff involved in the various programs and activities of the project.

He or she establishes and maintains relationships with representatives of partner organizations involved in the various programs studied to obtain or give advice or information; he or she informs the organizations concerned of the resources and services of the school board and of the educational institutions.

He or she represents the school board in dealings with various partners and resources, conducts meetings of the specialists concerned and coordinates the work of the groups involved in the theme presented.

He or she periodically evaluates the activities related to the theme in which he or she is involved; he or she makes comments, produces reports and formulates recommendations concerning the delivery of activities.

REQUIRED QUALIFICATIONS

- A bachelor's degree in an appropriate specialty.
- Teaching experience in the Québec school system would be an asset.
- The person must be bilingual (French and English).
- Must be available to travel.

SALARY AND CONDITIONS OF EMPLOYMENT

- Salary between \$55 282 and \$97 963;
- An isolation and remoteness premium based on dependents or not (\$10 066 or \$16 102).

STARTING DATE: As soon as possible.

CLOSING DATE: Until filled

We invite you to send your application to the Human Resources Department at the following email address:
recrutement@cssdulittoral.gouv.qc.ca.

The centre de services scolaire du Littoral operates an equal employment opportunity program and invites woman, members of visible minorities, members of ethnic minorities, aboriginal people and persons with disabilities to apply.