**Job posting project coordinator**

A computer screen shot of a computer screen

Description automatically generated

A red line on a black background

Description automatically generated

Job Posting: Project Coordinator / Office Support

*Gaspésie Literacy Council*

**Position:** Project Coordinator / Office Support

**Reports to:** Executive Director

**Gaspésie Literacy Council mission and vision:**

Our mission is to lead English-speaking individuals and families to achieving their literacy goals. By increasing public awareness of common and invisible literacy challenges, the GLC identifies and responds to the evolving needs of our community. Our vision is to provide leadership while promoting awareness of the increasing importance of literacy in our modern world.

**General Accountability:**

Reporting to the Executive Director, the Project Coordinator / Office Support person will be responsible for the tutoring project, coordinating GLC events, and providing support within the office. Key responsibilities will include developing events, strategies, and partnerships, recruiting volunteers and participants, and working with local groups and communities.

**Duties and responsibilities will include:**

*Event Coordinator:*

* Create and implement a communications strategy with local partners
* Develop and maintain partnerships
* Canvas partners and the community to create an event plan for the year
* Organize and execute GLC events
* Develop and implement evaluations of events

*Office Support:*

* Support the Executive Director
* Support other project coordinators
* Tasks related to the everyday functioning of the office
* Provide literacy support to community members, digital and otherwise

**Qualifications\*:**

* Computer proficiency, particularly with online and digital platforms
* Post secondary degree in communications, social sciences, or other related areas
* Excellent understanding of the adult literacy landscape and the interests, priorities, and needs of the English-speaking community in Quebec
* Ability to create, organize, and present information for workshops, activities, and materials for print and as digital media
* Excellent reading and writing skills in English
* Speaking and presenting skills in French and English
* Ability to work independently and as part of a team
* Project management skills
* Must have a valid driver’s license and a vehicle

*\*We encourage you to apply, even if you have some but not all of these qualifications.*

**Location:**

The office of the Gaspésie Literacy Council, 28 rue St. Patrick (in the Douglastown Community Centre)

**Salary:**

$22.10/hour

**Terms of employment and benefits:**

* Start date: To be discussed
* 35 hrs/week, with remote work options as needed
* Flextime is optional, as long as a majority of the work is completed during business hours
* Must be available on weekends or evenings
* Must be able to travel locally

**Please send a CV and letter of introduction to info@gaspelit.ca by April 25, 2023 at 12pm. Successful candidates will be contacted shortly after.**

**We encourage candidates from traditionally marginalized communities to apply and to self-identify in their cover letter.  Only candidates selected for an interview will be contacted.**

**If you have questions about the position, please email …**