



Project Development Agent
Healthy Early Years Program (HEY)
Two-Year Contract

Position summary

REISA seeks a Project Development Agent to develop partnerships with organisations and local institutions working with the 0-6 population in the East and North end of Montreal.

Primary responsibilities

- Identify community organizations and institutions serving the 0-6 population in the East and North end of Montreal, in both the French and English sectors
- Identify and document adaptable programs for the 0-6 population in the French sector
- Communicate REISA's mandate and support services as a health network that works to increase access to health and social services to the English-speaking population
- Promote partnerships and best practice sharing with identified partners
- Register for membership at relevant 0-6 tables in the East and North end of Montreal
- Represent REISA at local meetings and/or events for the target population
- Produce relevant promotional documents
- Adapt available programs to make them available to the English-speaking 0-6 population

Qualifying skills and abilities

- Bachelor's degree in child studies or early childhood education
- English and French fluency
- 2 to 5 years experience in community development and/or youth organisations
- Strong communication and writing skills
- Experience in volunteering

Contract details

- 24 Hours per week from November 18th, 2019 to March 31st, 2020.
- Competitive salary and benefits.

Please submit your curriculum vitae and cover letter by November 7th, 2019 to: [**programs@reisa.ca**](mailto:programs@reisa.ca).