



## Community Development Coordinator

### REISA - Saint Laurent

#### **Duties and Responsibilities**

- Represent REISA at tables de concertation and various committees in Saint Laurent and Ahuntsic Cartierville
- Establish partnerships according to the REISA mandate
- Identify and assess needs of the English-speaking communities
- Conduct focus groups
- Produce and disseminate promotional documents
- Liaise with health institutions
- Respond to community requests for services
- Report on activities according to funders' requests

#### **Required**

- Fluency in French and English
- Bachelor's degree with 2 to 5 years experience in one of the following fields: administration, community development, applied human sciences, social work, communications
- Experience in partnership development
- Excellent writing skills

#### **Other qualifying skills and abilities**

- Knowledge of issues related to access to English health and social services
- Experience in community development in the non-profit sector

#### **Employment details**

- Full-time - 30 hours per week
- Hourly rate from \$24 to \$26
- Full medical and dental health insurance
- Contribution to RRSP Group Saving Plan
- Hybrid work 50% remote and 50% at the office

Please submit your CV and cover letter no later than February 16<sup>th</sup> 2023 to: [programs@reisa.ca](mailto:programs@reisa.ca)

[www.reisa.ca](http://www.reisa.ca)