



Community Development Coordinator

REISA – Saint Laurent

Duties and Responsibilities

- Outreach to seniors and senior centres in Saint-Laurent
- Represent REISA at Tables de concertation/quartier of Saint-Laurent and Ahuntsic/Cartierville
- Identify and assess needs of the English-speaking communities in Saint-Laurent
- Establish partnerships according to the REISA mandate
- 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
- 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 \$25
- Full medical and dental health insurance
- Contribution to RRSP Group Saving Plan

Please submit your CV and cover letter no later than Tuesday, March 21st, 2023 to: programs@reisa.ca

www.reisa.ca