

Project Coordinator – Arts & Culture Leadership Program

Full-Time, Temporary Position – 18-Month Contract

Founded in 1995, YES Employment + Entrepreneurship is a non-profit community-based organization dedicated to enriching the community by providing English-language support services to help Quebecers find employment, start and grow businesses and build sustainable careers in the arts.

Position Summary

YES is seeking a highly organized and community-minded **Project Coordinator** to support the implementation of the **Arts & Culture Leadership Program**, a pilot leadership development initiative designed to strengthen succession planning and leadership capacity within Quebec's English-speaking arts and culture sector.

Position Responsibilities

The Project Coordinator – Arts & Culture Leadership Program is responsible for the coordination, implementation, and day-to-day administration of the program. This role supports the successful delivery of cohort activities, participant engagement, facilitator coordination, evaluation processes, networking opportunities, and project reporting requirements.

The position combines project coordination, stakeholder engagement, event planning, communications, and continuous improvement. During periods of reduced project activity, the Project Coordinator may also support broader YES Arts Services initiatives, including events, exhibitions, networking activities, and special projects.

Program Coordination & Delivery

- Coordinate the implementation and day-to-day operations of the Arts & Culture Leadership Program.
- Support participant recruitment, onboarding, communications, attendance tracking, and follow-up activities.
- Assist with the planning and delivery of workshops, coaching activities, networking opportunities, and graduation events.
- Maintain project schedules, documentation, operational records, and related administrative tools.
- Monitor progress against project objectives, deliverables, and timelines.

Facilitator, Partner & Stakeholder Engagement

- Coordinate relationships with workshop facilitators, mentors, participating organizations, and sector partners.
- Assist with facilitator recruitment, scheduling, orientation, and ongoing support.
- Maintain regular communications with participating arts and culture organizations.
- Support outreach and partnership development activities connected to future program growth and regional reach.

Evaluation, Reporting & Continuous Improvement

- Track participant engagement, attendance, outcomes, and project metrics.
- Coordinate participant, facilitator, and organizational feedback processes.
- Support project evaluation, reporting requirements, and funder documentation.
- Assist in developing recommendations and improvements for future program delivery.

Arts Services & Organizational Support

- During periods of reduced project workload, support broader YES Arts Services initiatives.

- Assist with coordination of YES arts events and activities, including conferences, networking initiatives, exhibitions, and special projects.
- Contribute to outreach, communications, logistics, and stakeholder engagement activities within the Arts Services portfolio.
- Support organizational priorities and assist with other YES activities as needed.

Knowledge, Skills and Qualifications

- DEC, bachelor's degree, or equivalent combination of education and experience in arts administration, nonprofit project coordination, communications, community development, or a related field.
- Approximately 2 to 4 years of experience in project or program coordination.
- Experience working within the arts, culture, nonprofit, or community sector is an asset.
- Experience coordinating events, workshops, training programs, or stakeholder engagement initiatives is an asset.
- Excellent organizational, event coordination, and project coordination skills.
- Strong written and verbal communication skills.
- Strong administrative skills and ability to prepare clear documentation.
- Strong relationship-building and stakeholder engagement abilities.
- Ability to manage multiple priorities and deadlines.
- Proficiency with Microsoft 365 applications, SharePoint, CRM systems such as Dynamics, Planner, and digital collaboration tools.
- **Knowledge of Quebec's English-speaking arts and culture ecosystem, community-sector realities, and succession or leadership development challenges is an asset.**
- Ability to support continuous improvement processes, including survey development, feedback collection, and recommendations.
- Flexible schedule may be required, including occasional evenings or weekends.
- Bilingualism is an asset - **As an organization that provides services in English this position requires excellent English writing and communication skills.**
- Attention to detail;

What We Offer

YES is proud of its diverse, committed, focused and respectful staff and volunteers. YES offers a dynamic, mission-driven work environment where staff contribute directly to the economic and professional vitality of Quebec's English-speaking community.

Benefits Include:

- Hybrid work environment in line with YES policies.
- Employee benefits available in accordance with YES policies.
- Meaningful, impact-driven work in the nonprofit and arts ecosystem.
- Opportunities to collaborate with community partners, facilitators, artists, arts organizations, and internal teams.
- Professional development and learning opportunities.
- A collaborative and inclusive team environment.

Salary range: \$45,000 to \$50,000 annually.

Send both your cover letter and CV to fa@yesmontreal.ca

YES values and embraces diversity of origins, non-discrimination linked to age, gender or sexual orientation and/or gender identity. Valuing each employee of the organization as an individual and treating everyone on an equal footing allows us to create a work environment that values and respects people for their talents, skills and competences. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, and from all qualified candidates with the skills and knowledge to engage productively with diverse communities.

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.

Only the candidates selected to participate in the recruitment process will be contacted.