

JOB OFFER



ONE (1) PROJECT COORDINATOR (C23-03)

Contractual position (14 months), non-unionized – Rockland (35 hours/week, flexible as required)

SUMMARY: Under the supervision of the Manager of Administrative Operations, the project coordinator performs a variety of functions related to the coordination, planning and managing of various training sessions, videoconferences and/or webinars. In addition, the project coordinator is actively involved in the planning of certain regional events such as conferences, symposiums, and community events as well as work on the communication and promotional strategies for those same training session and events.

REQUIREMENTS AND QUALIFICATIONS :

- Experience in the fields of training, communications and/or public relations;
- Experience and knowledge in creating advertisements, video editing, photography or in another related field;
- Experience in project and event management;
- Excellent knowledge of Excel, Power Point, Word and Internet resources;
- Bilingual in both official languages – both written and spoken;
- Must detain a valid driver's license and have a car at their disposal;
- Bachelor's degree in communications, public relations or other related fields.

MAIN TASKS:

- Coordinate training activities, including the planning of locations, equipment and meals;
- Respond to customer demands and needs (clients, speakers, participants, etc.);
- Prepare correspondance, applications, sollicitation requests, promotional materials, etc.;
- Identify potential client organizations and act as a promotional agent;
- Responsible for the design and implementation of communication tools for both internal and external mandates as well as corporate mandates;
- Develop, implement and evaluate communications efforts;
- Manage the preparation of content for workshops, press conferences, ceremonies and other events for publicity, fundraising and information purposes;
- Coordinate, manage, promote and implement projects and events, both small and large;
- Manage the development and implementation of strategies to improve the image of Valor & Solutions (website, intranet, external advertising, etc.);
- Conduct research of potential themes and speakers and survey clients in regards to their training, event management and project management needs;
- Other related duties.

ANNUAL SALARY: \$59,272 to \$76,714 (based on education, experience and qualifications)

Please note that the salary is determined at the time of hiring, and according to the experience, education and qualifications of the candidate.

Candidates will be screened on their level of written and oral bilingualism throughout the selection process.

Please send your application no later than October 20th 2023, 4 p.m., at emplois-jobs@valorsolutions.ca

We thank all applicants; however, we will only contact the selected candidates.

Valor & Solutions complies with the principles of the Accessibility Act. If you require special adaptation (technical support, accessibility, etc.) during the selection process, please inform us as soon as possible to ensure that appropriate measures can be taken.

We also subscribe to the principles of employment equity.