



*Multiplying Opportunities. Together.*

## Project Coordinator

14-month contract, Full-Time

35 Hours per week, Monday to Friday - Business Hours

Rockland (860 Caron Street, Unit 2), hybrid

Annual Salary: \$62,576 to \$80,991

Valor & Solutions is a bilingual, non-profit organization based in Rockland. We offer a wide range of services to professionals and agencies working in human services, including training, strategic planning, project management, communications, event coordination, and more! Our versatile team provides customized services tailored to the needs of each client.

### The Role of the Project Coordinator

The Project Coordinator is at the heart of our organization! They support our clients with a variety of exciting projects, ranging from training and strategic planning to collective impact and the organization of memorable events. If you're a dynamic individual, full of ideas, and eager to make a difference, this role is for you!

We strongly believe in a tailored approach, shaped by the unique needs of each client, far from one-size-fits-all solutions. We're excited to see what creative touch you can bring! If you're ready to dive into inspiring projects and collaborate with passionate clients in the human services sector, we invite you to join us and contribute to a meaningful impact.

#### **This position is for you if:**

- You have strong knowledge and experience in project management.
- You're not afraid of new challenges and dare to do things differently.
- You are collaborative and action-oriented.
- You enjoy variety in your day-to-day work.
- You are organized and detail-oriented.
- You want to bring a touch of magic to every project!

### Responsibilities

- Coordinate, manage, promote, and implement projects and events of all sizes (budget, planning, research, registration, logistics).
- Coordinate training activities, including identifying trainers, supporting content development, and handling logistics.
- Respond to client needs and requests (clients, speakers, participants, providers, etc.).
- Draft a variety of communications and project proposals.
- Develop, implement, and evaluate internal and external communication plans.
- Support committees in achieving their goals (administrative support, facilitation, coordination).
- Develop and implement strategies to promote Valor & Solutions' services (website, intranet, external ads, etc.) and help identify potential client organizations.
- Perform other related duties.

## Qualifications

- Bachelor's degree in communications, public relations, education, or other related fields.
- Bilingual (spoken and written).
- Experience in project and event management.
- Experience in training, communications, or public relations.
- Experience and skills in graphic design, video editing, or photography.
- Strong technological skills (Canva, Microsoft Office, website management).
- Valid driver's license and access to a personal vehicle.

**Please send your application by email to [emplois-jobs@valorsolutions.ca](mailto:emplois-jobs@valorsolutions.ca), specifying which position you are seeking. Application deadline is August 8, 2025. We thank all applicants; however, only selected applicants will be contacted.**