



Les Maisons Transitionnelles O3

3970 Cavendish Blvd. Suite 1
Montreal, Quebec H4B 2N3
Tel: 514-369-0757 • Fax: 514-369-2954

Job Posting

Les Maisons Transitionnelles O3 – ON OUR OWN is a non-profit community organization that provides affordable housing and life skills programs to young parents aged 16 to 30 years old and their children (aged 5 and under). We are a small, dynamic team looking to hire someone who is passionate about social change, community building, food security and developing programs for young parents. Our program includes group workshops scheduled two evenings a week, community activities and events for families and individualized ongoing support.

POSITION: Workshop and Community Development Coordinator

Duties will Include:

Programming:

- Under the supervision of the resident coordinator organize resident workshops (contact and schedule guest facilitators, promote workshops and follow up on resident attendance)
- Supervise the activities of our cooking programs (Collective Kitchen & Program Meals)
- As a workshop facilitator, plan and deliver workshops on themes such as, cooking, communication and skill-building
- Provide leadership and support to resident led initiatives
- Compile program statistics and workshop evaluation for reporting back to the board, grant reports and Annual Report
- Connect residents with community activities and resources and provide accompaniment to an organization (when appropriate)

Administrative:

- Telephone intake assessment, assisting with information sessions for new residents and supporting the selection process
- Coordinating and maintaining current information about other community organizations for the purpose of informing our residents about relevant local activities and services
- Provide ongoing communication from the office (written, in-person or by phone) with the residents about programming, community events and organizational updates (as needed)
- Receiving rent and maintain records of receipt for bookkeeper
- Answering phones, making appointments and photocopying
- General support to the resident coordinator and other staff (as needed)



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Experience:

- Experience working with young adults and children
- Experience with conflict resolution, promoting dialogue and community dynamics
- Experience with administration
- Experience with cooking and food programs
- Experience with groups, program facilitation, development & implementation
- Experience with mental health and crisis intervention an asset

Skills Required:

- Functional knowledge of French
- Good reading/writing/oral skills in English
- Understanding of marginalization and social exclusion
- Proven flexibility to assume leadership, work in a team and work independently, as required
- Ability to multitask and prioritize
- Interest in food security, able to coordinate menu planning and menu budgeting
- Computer Literacy (Word, Excel, Publisher and Internet)
- Background in Human Services (preferably Social Work, Recreation and Leisure Studies, Psychology, Applied Human Sciences, Education, Nutrition)
- Empathetic, approachable and energetic

Conditions:

Contract Length: Start mid-August to end of June (with possibility to renew)

Hours of Work hours: 21 hours a week, 2 evenings a week

Rate: \$15-18/hour

Criminal record check will be required

Application Deadline: August 9, 2017

Please forward your CV and cover letter with 3 references (names and contact information including 2 work and 1 personal reference) to Bonnie Pero at coordinator@o3onourown.com