



DIRECTOR

Y4Y Quebec is a provincial nonprofit association committed to addressing the issues facing English-speaking youth ages 16-30 in Quebec. The association will consult and empower youth across the province, and relay their concerns to government, stakeholders, and community partners. For more information, please visit www.y4yquebec.org.

Job brief

We are looking for an experienced Director to help with the organization of key projects. The Director is responsible for the planning, coordination, implementation, and evaluation of all activities in accordance with Y4Y Quebec's deliverables. This position is accountable to the Board of Directors. The Director works closely with the President, the Executive Council, the Board of Directors, with all project stakeholders, and funders.

Responsibilities

- Manage the Association's volunteers and help them achieve their goals by helping them organize in a structured manner
- Ensure the Association's projects are delivered on-time, within scope and within budget
- Assist the Association's members in launching issue-based campaigns that respond to the needs of English-speaking youth
- Develop a detailed project plan to track progress, and create and maintain comprehensive project documentation
- Monitor budgets and oversee spending
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to the board of directors as needed
- Accompany the association spokesperson to regional consultations and events
- Assist the Association's members by identifying possible risks involved with their projects and help develop strategies for risk avoidance.
- Ensure appropriate liaison with project funder(s)
- Participate in and deliver reports to the executive and board meetings
- Assist the various committees with their tasks
- Ensure the success of the Association's 2019 Youth Forum
- Contributing lead in promotional video process
- Oversee the use and development of the database system to help with outreach activities
- Prepare briefs and other documentation required for meetings and presentations
- Other related work

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Requirements

- A minimum of a Bachelor's degree or equivalent experience
- Knowledge of working in the non-profit sector is considered an asset
- Familiarity with the landscape, context, challenges and resources for the English-speaking community is considered an asset
- Knowledge of digital engagement
- Working with issue based campaigns
- Demonstrated experience in leading and managing complex projects
- Excellent written and verbal communication skills
- Good computer skills, proficient with MS Office applications
- Demonstrated ability to establish and maintain effective relationships and partnerships with key stakeholders
- Excellent organizational skills with demonstrated ability to execute projects on time and on budget
- Strong interpersonal, communication, and facilitation skills
- Strong analytical and problem solving skills
- Ability to work independently and autonomously
- Bilingual preferred
- Ability and experience in writing (grants, policy briefs, press releases and op-eds) is an asset
- Willingness to work irregular hours, including some evenings and weekends

Job Type: Full Time

Salary: to be negotiated based on skills and experience

To apply

If interested, please submit your curriculum vitae and cover letter by May 22, 2018 before 17:00 to info@y4yquebec.org, to the attention of the hiring committee. For any questions, you may contact the above email address.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

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