

## Job offer - Project manager - Indigenous Community



### **Project manager - Indigenous Community**

Groupe communautaire L'itinéraire, created in 1989, promotes the social inclusion of people experiencing or at risk of homelessness, marginalized, excluded from the traditional job market, struggling with mental health and addiction issues. Over the years, approximately 2,500 people have improved their quality of life by writing and selling the street magazine L'itinéraire by working as a vendor in metro stations and street corners in Montreal.

#### **Job description:**

Groupe communautaire L'itinéraire is seeking to hire a project manager to coordinate its projects for the Indigenous community, including those of the Roundhouse Cafe.

These activities offer empowerment opportunities to Indigenous people experiencing or at risk of homelessness. One of their purposes is to improve employability and acts as a springboard towards the traditional job market or a return to school.

The selected person will accomplish the following tasks :

- Recruit, train and supervise members of the organization's Indigenous projects team, including those working at the Roundhouse Cafe.
- Coordinate and supervise operations: administrative management, inventory management, contact with partners, etc.
- Participate in the management of an alternative employment program for Indigenous people living in or at risk of homelessness.
- Facilitate the Indigenous' participants well-being in their working environment, in collaboration with the team.
- Collaborate with the other team members and in partnership with community organizations and potential employers.
- Favour a working environment that reflects the values of Groupe communautaire L'itinéraire (empowerment, social entrepreneurship and dignity) in collaboration with the team.
- Write reports and any other relevant documentation.
- All other related tasks.

#### **Required training and qualifications :**

- Bilingual (French and English)
- 1 year of experience in project coordination

## **Job offer - Project manager - Indigenous Community**

- Experience in a Cafes or restaurant's operations management, or as a team manager in a cafe or restaurant (an asset).
- Excellent knowledge of the Indigenous community, culture and identity
- Knowledge and experience in the field of employability (an asset)
- Good knowledge of Windows and Microsoft Office
- Valid driver's license (an asset)

\*With equal qualifications, an Indigenous person will be favored.

### **Qualities**

- Openness and sensibility towards Indigenous-related issues; Organizational skills; Excellent analytical and problem-solving skills; Autonomy, communication and conflict resolution skills, empathy, team working skills and initiative.

### **Working conditions :**

- Until March 31st, 2022 (renewable)
- Full time (35 hours per week), from Monday to Friday, possibility of working evening and weekends for various events

**Salary :** According to experience

**Planned starting date :** As soon as possible

### **How to apply:**

Please send your C.V. and a letter of intention to Charles-Éric Lavery, head of development and social impact, at [c.e.lavery@itinaire.ca](mailto:c.e.lavery@itinaire.ca). Only selected candidates will be contacted for an interview.

With equal qualifications, an Indigenous person will be favored.