



The Eastern Shores School Board is seeking applications from interested candidates for the following position:

**PROJECT DEVELOPMENT OFFICER(S)**

Workplace (s) & Posting #	<b>Northern Lights - Posting # ESSBP22/23-34</b> <b>Listuguj Center- Positng # ESSBP22/23-35</b> <b>The Anchor Adult Education Center – Posting #ESSBP22/23-36</b> <b>Wakeham Adult Education Center- Posting #ESSBP22/23-37</b>
Status	<b>Supernumerary</b>
Workload	<b>35 hours per week per center</b>
Hourly rate	<b>From \$27.08 to \$47.98 per hour</b>
Work schedule	<b>Monday to Friday</b>
Immediate supervisor	<b>Administrator</b>
Start Date	<b>To be determined</b>
Date of Posting	<b>March 2, 2023</b>
<b>DEADLINE FOR APPLICATIONS</b>	<b>March 15, 2023</b>

### **NATURE OF THE WORK**

The position of project development officer encompasses, in particular, responsibility for research, analysis and development of activities based on a particular theme, such as community relations, prevention of violence and substance abuse, analysis of business training needs, organizational development, development of technological support and review of administrative procedures. The project development officer ensures the planning, coordination and delivery of an action plan related to a theme calling on the internal and external resources of the school board.

### **CHARACTERISTIC FUNCTIONS**

The project development officer participates in the implementation and update of the school board's strategic plan on a theme for which he or she is responsible; where applicable, he or she becomes familiar with various programs concerning the project to which he or she is assigned, assesses their pertinence, informs those involved of them and simplifies their implementation.

For further details on the characteristic functions please see the Classification Plan at the following address:

<https://cpn.gouv.qc.ca/cpnca/en/negociations/plan-de-classification/personnel-professionnel/>

The project development officer(s) (PDO) will build a portrait of educational and training requirements according to the socioeconomic situations of our Adult Education and Vocational centres. The PDO's will also support the development of strategic partnerships between the school board and community organizations.

### **QUALIFICATIONS REQUIRED**

A bachelor's degree in an appropriate specialty

**Interested candidates should forward their curriculum vitae, transcripts and diplomas, indicating in the subject the posting number **CORRESPONDING WITH THE CENTER YOU WISH TO APPLY FOR** to [job.opportunity@essb.qc.ca](mailto:job.opportunity@essb.qc.ca).**

*Eastern Shores School Board is committed to equal access to employment and encourages applications from women, Aboriginal peoples, visible minorities, ethnic minorities and persons with disabilities. ESSB will only contact the candidates selected for interviews.*

