



The Eastern Shores School Board is seeking applications from interested candidates for the following position: **PROJECT DEVELOPMENT OFFICER (2143)**

2nd posting

Posting#	ESSBP25/26-09
Workplace	New Carlisle High School
Status	Replacement
Workload	35 hours per week
Annual Salary	From \$55,282 to \$97,963 (depending on experience)
Work schedule	Monday to Friday
Immediate supervisor	School Principal
Intended clientele	New Carlisle High School & Shigawake Port Daniel School
Start Date	December 8 2025
Date of Posting	November 11 2025
DEADLINE FOR APPLICATIONS	November 25 2025

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/>

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 **ESSBP25/26-09 to 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.

