



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

Posting#	ESSB P26/27-05	2 nd Posting
Workplace	To be determined (according to successful candidate)	
Status	Regular	
Workload	35 hours per week	
Annual Salary	From \$56,670 to \$100,410 (depending on experience)	
Work schedule	Monday to Friday	
Immediate supervisor	Director of Educational Services	
Intended clientele	Students between Escuminac and New Richmond	
Start Date	Effective Immediately	
Date of Posting	September 21, 2026	
DEADLINE FOR APPLICATIONS	Until filled	

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
- Bilingual would be considered an asset

Interested candidates should forward their curriculum vitae, transcripts and diplomas, indicating in the subject the posting number **ESSB P26/27-05 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.

