

COMMUNITY RELATIONS AND PROJECT MANAGER

Under the direction of the Executive Director, the Community Relations and Project Manager has three main areas of focus: community relations, project management and fundraising. The incumbent is responsible for planning and implementing activities in these areas, while ensuring that the policies and procedures in place in the organization are respected and applied.

GENERAL RESPONSIBILITIES

COMMUNITY RELATIONS

Working in close collaboration with colleagues at all levels of the organization, the incumbent is responsible for ensuring a fluid and continuous exchange of information with relevant stakeholders with the goal of facilitating healthy cohabitation by:

1. Creating and fostering relationships with neighbours of the Mission (residents, businesses, etc) and acting as a point of contact for them
2. Representing the Mission on various consulting bodies to ensure that issues of relevance to the Mission activities are raised and shared both internally and externally
3. Establishing and maintaining collaborative working relationships and referral networks with community resources as well as public entities (eg.: City of Montréal, CLSC, SPVM, partner organisations etc.), including facilitating external working relationships at the operational level

PROJECT COORDINATION

1. Leading and/or supporting the planning, implementation and reporting on various organizational projects, ensuring the quality of work and respect of budgets and timelines
2. Supporting and continuously improving the Mission's capabilities of capturing vital operating data and statistics
3. Together with the Executive Director and the Communications Coordinator, analyzing and presenting operating statistics for the purposes of reporting and fundraising
4. Working in concertation with the Executive Director and other supervisors to ensure operational continuity and coherency with regards to the integration of projects as well as in our external communications

FUNDRAISING

1. Researching funding opportunities
2. Collaboratively drafting project proposals and requests for grants
3. Participating in fundraising activities as necessary

In addition, the incumbent is expected to

1. Actively participate in team meetings
2. Represent the Mission and its values when engaging with external partners and other parties
3. Develop and maintain an effective understanding of and familiarity with the Mission's various operations
4. Carry out other tasks as assigned

EXPERIENCE, COMPETENCIES AND SKILLS REQUIRED

- **Education:** University degree in a relevant area (communications, sociology, psychology, etc.) or a combination of education and experience deemed relevant
- **Experience:** Minimum of 5 years of experience in a community environment
- Knowledge of issues related to homelessness, addiction and mental health
- Excellent organizational skills with experience in project management
- Ability to coordinate activities amongst internal and external parties
- Excellent communication skills; experience in grant writing an asset
- Ability to work autonomously and take initiative
- Conflict management and problem-solving skills
- Solid judgment, discernment, and analytical skills
- Ability to thrive in a dynamic and diverse team environment
- Fluency in written and spoken French and English
- Proficiency in Microsoft Office suite
- Adherence to, and promotion of, the organization's mission and its values of dignity, respect, inclusion and kindness

WHAT WE OFFER

- A permanent full-time position (35h/week)
- A salary of between \$28-31/hr depending on experience
- A free meal from our kitchen available each workday
- Easy access to public transport

WHO WE ARE

St. Michael's Mission is an independent charitable organization working directly with people experiencing homelessness and food insecurity in downtown Montreal since 1927. The Mission serves as an important link in the chain of services for the city's disadvantaged and marginalized population. We provide breakfast and hot lunches, showers, personal hygiene products, clothing and emergency food to a multilingual and multicultural clientele. Other basic services include crisis intervention as a first step in rehabilitation, as well as information, referrals, and support for help with mental health and addiction problem. In addition, we help our visitors to navigate government systems and services such as welfare, unemployment insurance, and immigration.

Join our team!

Send your CV and cover letter at info@stmichaelsmission.ca by April 11, 2025.

St. Michael's Mission adheres to the principles of equity and diversity in employment and is committed to building a workplace that reflects the rich diversity of the Montreal community.