

**DEVELOPMENT AGENT – EDUCATIONAL SERVICES
FULL TIME, REGULAR, 35 HOURS PER WEEK
ST-THERESA CENTER, BLANC-SABLON, QUÉBEC**

NATURE OF THE WORK

The role of a development agent specifically involves researching, analyzing, planning, coordinating, and developing activities related to organizational, community, and strategic issues, such as community relations, partnership development, organizational development, supporting the implementation of local initiatives, developing technological support, and reviewing administrative processes. The development agent is responsible for planning, coordinating, and facilitating the implementation of an action plan related to a specific theme, drawing on both internal and external resources of the school service center.

CHARACTERISTIC FUNCTIONS

The development agent contributes to the expansion of community service centers (CSC) by promoting their establishment, development, and outreach. To this end, he or she guides and supports the agents in charge of these centers in implementing initiatives that address the needs and realities of local communities and facilitates the mobilization of relevant internal and external resources.

He or she 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.

He or she analyzes the needs of the community, identifies available resources within and outside the network, consults resources, prepares an action plan, informs management staff of services and educational institutions and formulates recommendations.

He or she prepares and conducts, with school board resources, awareness building, information and training activities designed for the staff involved in the various programs and activities of the project.

He or she establishes and maintains relationships with representatives of partner organizations involved in the various programs studied to obtain or give advice or information; he or she informs the organizations concerned of the resources and services of the school board and of the educational institutions.

He or she represents the school board in dealings with various partners and resources, conducts meetings of the specialists concerned and coordinates the work of the groups involved in the theme presented.

He or she periodically evaluates the activities related to the theme in which he or she is involved; he or she makes comments, produces reports and formulates recommendations concerning the delivery of activities.

PROFILE SOUGHT

- Strong planning and organizational skills
- Project management skills
- Excellent communication, collaboration, and facilitation skills
- Ability to work independently, take initiative, and adapt to new situations
- Bilingualism (French and English)

REQUIRED QUALIFICATIONS

A bachelor's degree in a relevant field of study.

SALARY AND CONDITIONS OF EMPLOYMENT

- Salary between \$56 670 and \$100 410
- An isolation and remoteness premium based on dependents or not (\$10 329 or \$16 523)
- Low-cost housing (furnished, heated, with electricity)
- Moving expenses covered
- Three annual trips for you and your dependents from your assignment location to your point of departure

STARTING DATE

As soon as possible.

CLOSING DATE

Until filled

OTHER INFORMATION

The Littoral School Service Center has an equal employment opportunity program and invites women, members of visible minorities, members of ethnic minorities, Indigenous peoples, and persons with disabilities to apply. Persons with disabilities can receive assistance with the screening and selection process.

The Littoral School Service Centre is subject to the Act respecting the laicity of the state. Among other things, this Act requires all personnel to perform their duties with their faces uncovered and prohibits them from wearing religious symbols while on the school or centre premises or in the presence of students.

We invite you to send your application to the Human Resources Department at the following email address:

recrutement@cssdulittoral.gouv.qc.ca.