



Position:	Project Development Officer (Recruitment and Staffing – Support Staff)
Place of Work:	To be determined, with telework
Job Category:	Professional (Project Development Officer)
Status of Position:	Supernumerary (100%) 5-month contract with the possibility of extension
Starting Date:	To be confirmed
Annual scale:	\$49,456 to \$87,626
Immediate superior:	Project Coordinator

Nature of the work

The Project Development Officer (Recruitment and Staffing – Support Staff) will work as part of the Association of Directors General of English School Boards of Québec (ADGESBQ) recruitment and retention project. They are responsible for the research, analysis, development and delivery of activities based on a provincial and regional specific strategy to support the Québec English school boards in recruiting and placing support staff. The project development officer ensures the planning, coordination and delivery of the action plan related to the provincial support staff strategy, calling on the internal and external resources of the school boards.

- Conduct research and become familiar with the academic and career programs related to support staff.
- Establish and maintain relationships with human resources team members responsible for the support staff dossiers within each school board.
- Establish and maintain relationships with relevant educational institutions, community associations and other stakeholders.
- Research, plan and attend on-site and virtual career fairs representing the school boards, across Québec and in neighboring provinces where applicable.
- Coordinate virtual support staff career fairs.

- Proactively attract and recruit candidates to vacancies within the school boards across the province.
- Participate in the evaluation of recruitment activities, provide recommendations and produce reports concerning the delivery of activities.
- Participate in other areas of the recruitment and retention project, as requested.

Requirements and Qualifications:

- Undergraduate degree in a relevant field of study, certifying a minimum three-year university program.
- General understanding of the Québec education system, particularly of the English school network, the diversity of that network and the peculiarities of the English community across the province (an asset).
- Pertinent experience, notably in the fields of recruitment and human resources, ideally having demonstrated success with proactive recruitment (an asset).
- Knowledge of collective agreements, namely those of support staff within education (an asset).
- Proficiency in English (oral and written).
- Working knowledge of French (oral and written).
- Excellent use of IT and social media skills to develop recruitment and promotional strategies.
- Experience developing relationships and partnerships.
- Strong client service and delivery focus.
- Initiative, autonomy, and adaptability.
- Flexibility for recruitment and promotional needs.
- Ability and availability to travel across Québec and neighboring provinces.

SELECTION AND INTERVIEW PROCESS

Interested candidates should send their letter of interest and curriculum vitae by email before April 8, 2024, at 4:00 p.m. to bsullivan@wqsb.qc.ca. Please refer to the job title in your letter of application.

Note that retained candidates will be convened for an interview on April 16, 2024.

Tests may be administered to assess candidates' skills.

We apply equal access to employment, and we encourage women, visible and ethnic minorities, aboriginal peoples and persons with disabilities to apply. People with disabilities who wish, may be assisted in the preselection and selection process.