



Job Posting: Director, Provincial Resource Team (PRT) Supporting the Community Learning Centre (CLC) Network

Organization: LEARN (Leading English Education and Resource Network)

Location: Laval, Quebec

Reports To: CEO

About LEARN

LEARN is a Quebec-based non-profit organization dedicated to enhancing education for the English-speaking community. We provide an array of services, including educational resource development, professional learning opportunities, community support, and online learning support. Through our Provincial Resource Team (PRT), we accompany school teams, Community Development Agents (CDAs), and community organizations to strengthen the Community Learning Centre (CLC) network and promote the Community School Approach across Quebec.

Position Summary

The Director of the Provincial Resource Team (PRT) leads and mobilizes a team that:

- strengthens school–community partnerships;
- develops province-wide collaborations;
- supports CLC and school teams in implementing the Community School Approach.

This work contributes directly to student success, supports families, and sustains the vitality of English-speaking communities across Quebec. We're seeking a collaborative, visionary leader who values inclusivity, community development, and innovation. The Director excels at building trust with stakeholders, forging strategic partnerships, securing and stewarding funding opportunities, and working across teams to advance LEARN's mission.

Key Responsibilities

Strategic Leadership

- Oversee the Provincial Resource Team, ensuring alignment with LEARN's mission, policies, and procedures, as well as government directives and service agreements with the MEQ and other funders.
- Lead the planning, implementation, and evaluation of the annual PRT Work Plan, Action Plan, and the CLC Framework for Development.
- Collect, analyze, and interpret data to evaluate program outcomes and overall impact.
- Represent LEARN at meetings with the Board of Directors, MEQ, and various educational and community committees.

Management

- Supervise and support PRT members in a collaborative, hybrid environment (remote and in-person) to ensure timely and effective delivery of services.

- Coordinate and oversee the design and delivery of resources and professional learning opportunities for the CLC network, school boards, parents, and community members.
- Oversee team administration, including recruitment and onboarding, staff supervision and professional growth, scheduling and leave management, approval of expenses, accurate record-keeping, and coordination of regular meetings and check-ins.

Partnerships, Collaboration, and Funding

- Build and maintain relationships with the MEQ, school boards, community organizations, and other stakeholders.
- Serve as the primary contact for the School Board Representative Advisory Committee and the MEQ representatives.
- Strengthen and expand partnerships to support CLC initiatives, including partner-funded projects with related budgets and deliverables.
- Identify, pursue, and manage potential funding sources to sustain and grow network and CLC initiatives.

Organization-wide Responsibilities

- Work collaboratively with LEARN's executive team and across all LEARN departments (Pedagogical Services, Virtual Campus, and organizational initiatives) to deliver integrated programs and services.
- Model LEARN's core beliefs and values; communicate openly and effectively across teams.
- Use effective communication skills to present information accurately and clearly both internally and publicly.
- Participate in professional development activities aligned with organizational and individual goals.
- Maintain accurate records and file reports as required.
- Attend and contribute to staff meetings and committees as needed.
- Comply with all policies, operating procedures, legal requirements, and directives.
- Perform other related duties as required.

Qualifications

- Master's degree in Community Development, Social Sciences, Human Systems Intervention, Education or a related field, or equivalent combination of training and experience.
- Minimum of 10 years of leadership experience in community development, education, or the non-profit sector.
- Strong knowledge of Quebec's English-speaking community, public education system, and community organizations.
- Demonstrated experience in partnership building, program development, and team leadership.
- Experience with budget development, project management, evaluation and outcome-based reporting.
- Excellent interpersonal, verbal, and written communication skills in both English and French.
- Commitment to inclusive, collaborative leadership and the principles of the Community School Approach.

Work Environment

- The head office is located in Laval and provides a flex workspace environment. The position will require regular presence at the office.
- Regular travel throughout Quebec may be required to support schools, communities, and partners.

Apply today to lead a forward-thinking team dedicated to building partnerships, strengthening schools as community hubs, and supporting the vitality of Quebec's English-speaking communities.

Please submit your resume and cover letter to demonstrate how your experience aligns with LEARN's mission and vision for community development in education to Doris Kerec dkerec@learnquebec.ca by September 16th 2025.