



Job Posting: Project Manager

Position: Project Manager

Reports to: Executive Director

Literacy Quebec mission and vision:

Literacy Quebec is a network that connects and represents community-based literacy organizations, empowering people, impacting lives, and building a stronger society. We envision a society where everyone has the literacy skills they need to have a fully engaged life.

Literacy Quebec values:

- Literacy is a **right**
- Literacy is a **lifelong process**
- All deserve **universal access** to literacy services
- That ongoing professional development for literacy providers is **essential**
- That volunteerism & community action **matters**

Activities:

In pursuit of our mission, Literacy Quebec engages in a wide range of activities, including:

- Providing professional development opportunities for literacy practitioners
- Advocating for literacy
- Working in partnership with government agencies
- Networking with literacy-related groups
- Raising awareness of the importance of literacy in Quebec

General Accountability:

Reporting to the Executive Director, the Project Manager will ensure all project objectives and deliverables are achieved on time and on budget for the Community Grants & Partnerships Program. This is a four-year project aimed at raising community awareness of literacy programs and building capacity to improve literacy skills for English-speaking communities in the province.

Duties & Responsibilities will include:

- Develop and distribute annual stakeholder survey to identify existing and emerging needs within the community
- Develop and oversee the overall structure of the Community Grants and Partnerships Program
- Lead the coordination of the proposal submission review and decision-making
- Manage the funding process including reviewing financial reports, assisting with proposal budgets, allocation and disbursement of funds, monitoring budgets, and reporting
- Support participating organizations to ensure projects are in compliance with contractual and accountability requirements and program objectives, including budget, deliverables, sustainability, and legislation
- Manage all logistical, administrative and project management aspects including scope, milestones, tracking, and reporting
- Work with project partners to identify and facilitate opportunities for synergy and support
- Plan and organize an annual forum to convene community partners and stakeholders to collect best-practices and learnings
- Collaborate with project partners to develop and deliver professional development training and workshop opportunities
- Source, hire and oversee an external researcher to conduct an inventory of available Skills for Success programs and services for English-speakers throughout Quebec.
- Develop opportunities to raise awareness about the findings of this research through various marketing and communication channels (website, social media, conferences, etc.)
- Conduct annual stakeholder survey to assess awareness of programs and services available among English-speaking communities in Quebec

Qualifications*

- Excellent understanding of the adult literacy landscape and the interests, priorities and needs of the English-speaking community in Quebec
- Proven successful project management experience in association or not for profit context (particularly, but not exclusive to, Federally funded projects or familiarity with ESDC funding)
- Experience working with multiple partners and government agencies in the context of project management, grant management and budget tracking
- Experience developing and delivering training, workshops, and events
- Technology savvy – able to leverage standard tools to communicate effectively within the organization and to external partners and interested parties
- Post secondary degree in education, languages, or relevant area
- Excellent verbal and written communication skills including extensive experience writing reports and documents
- Ability to communicate effectively and professionally, in both English and French.
- Strong written communication skills, specifically in report writing

- Ability to work well with people and to act with sound judgement in diverse situations

*Please note that we also encourage candidates who may have some (not all) of these qualifications to apply.

Ideal qualities:

Independent, organized, responsible, creative, team player, adaptable and flexible

Location:

Verdun, Quebec, with a possibility of working remotely part-time

Salary: 55,000\$ to 60,000\$ based on qualifications and experience

Terms of employment and benefits:

- 35 hrs/week, (option of a 4-day work week) with remote work options;
- Contract is until March 31st, 2026 (with possibility of renewal or extension, depending on funding);
- Three weeks paid vacation after ten months of work;
- Five other days, paid, that may be used in case of sickness, injury, family commitments etc.
- Flextime offered, as long as a majority of the work is completed during business hours. Must be available on occasion, on weekends or evenings for sector events.

Please send CV and letter of introduction to careers@literacyquebec.org by September 19th at 10am.

We encourage candidates from traditionally marginalized communities to apply and to self-identify in their cover letter. Only candidates selected for an interview will be contacted.

If you have questions about the position, please email Margo at margolegault@literacyquebec.org