

Project Development Agent

Job Summary

The Western Quebec Literacy Council is committed to providing services to adults who would like to upgrade their basic literacy and numeracy skills. We primarily offer our services by training volunteer tutors and then matching them with adult learners. Under the direction of the Executive Director, the Project Development Agent is responsible for the development and implementation of a tutor training program that will equip volunteer tutors with the necessary knowledge and skills.

Responsibilities and Duties

- Timely delivery of project following pre-established guidelines;
- Timely reporting of activities to management;
- Conduct a needs assessment across the Outaouais territory;
- Work in collaboration with educational institutions and community partners;
- Develop training modules that will provide tools and techniques for teaching math, reading, writing, and other skills to adult learners as well as provide support for tutors teaching adults with learning difficulties;
- Work in collaboration with community partners to provide an accessible online platform dedicated to tutor training;
- Test, evaluate, and make necessary changes to the newly developed program;
- Facilitate informational workshops and lead preliminary training workshops.

Qualifications and Skills

- Have post-secondary education and/or relevant experience in adult education, social services, project management, or community development;
- Advanced time management and analytical skills;
- Excellent research and organizational skills;
- Intermediate to advanced computer skills.

Qualities

- Ability to work independently;
- Excellent inter-personal skills;
- Flexible and adaptable;
- Possess valid driver's license and have access to a vehicle;
- Excellent English language skills, functional French skills.

Location: Outaouais, with reporting to Campbell's Bay office

Type of employment: 6 month contract, \$20-\$25/hour based on 30 hours/week (gross pay delivered according to contract)