

Skill Requirements:

Education: Some college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): Not applicable,
Not required

Experience: Experience an asset

Languages: Speak English, Speak French, Read English, Read French, Write English, Write French

Work Setting: Community organization

Additional Skills: Supervise professional and support staff and students, Recruit and select staff, Provide staff training, Perform administrative tasks, Use computer applications

Security and Safety: Driver's validity licence check

Work Conditions and Physical Capabilities: Tight deadlines

Essential Skills: Reading text, Document use, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Computer use

Other: Incumbent will be responsible for report writing, promotion, fundraising and other activities, as well as provide computer training and help establish new community adult learning centres.