



Recruitment Notice Intervention Coordinators (2 positions)

Projets Autochtones du Québec (PAQ) is a community organization whose mission is to offer shelter and culturally adapted activities and services to homeless and at-risk First Nations, Inuit, and Métis women and men. Located in downtown Montreal, our centre provides emergency shelter and a hot dinner and light breakfast 365 nights a year. PAQ's transitional housing program offers 16 studio apartments for Indigenous women and men at risk of homelessness, or who are in search of a stable living environment. PAQ provides a sense of belonging and trust developed through community events, psycho-social and crisis support, access to legal and health services, and indigenous cultural and arts programs. As an essential service, PAQ remains open during the COVID-19 outbreak.

PAQ currently has an opening for two intervention Coordinator roles:

1. **Emergency Shelter Coordinator** (permanent contract) and;
2. **Managed Alcohol Program Coordinator** (one-year contract with strong possibility to become a permanent position).

The people in these positions play two key roles. The first role is as the administrative and operational lead, supporting recruitment, staff scheduling, volunteer and stock management, and general safety and security. The other role involves supporting the Program and Services Manager to ensure the delivery of quality and culturally adapted intervention services.

The people in these positions are experienced and skilled intervention workers: active listeners and counsellors, with the ability to adapt their intervention approaches to align with the needs and values of the urban Indigenous community. They must have the ability to coach other team members on intervention approaches. They will have proven organizational and administrative skills, with the ability to manipulate a wide range of IT platforms to support efficient shelter operations and data collection. They must have a working knowledge of English and French; an Indigenous language is an important asset. They must have formal social work or nursing training, or a degree in management/administration. Professional or personal experience with First Nations, Inuit or Métis peoples is mandatory. A flexible schedule is an absolute 'must' for the person in this role as it entails some day, evening, overnight and weekend availability.

These are full-time positions (35 hours per week) based in downtown Montréal.

For a full job description of these positions and employment conditions, please go to our website at: <http://www.paqc.org/en/home/>.

Applicants are asked to send a short cover letter and CV to emplois@paqc.org by **5pm on Monday December 7, 2020** with the job title in the subject line. Only applicants selected for an interview will be contacted.

Thank you for your interest in PAQ.