

Job Description - Project Administrator

The CHSSN's mission is to build equitable access to health and social services in English and to address inequalities in the social determinants of health of Quebec's English-speaking communities.

CHSSN partners with more than 30 organizations annually and manages 9 programs funded by federal, provincial and private sources. The annual budget for CHSSN is over \$9 million.

Please visit chssn.org to learn more.

The Project Administrator is responsible for the administrative responsibilities of CHSSN programming. She or he will report to the Executive Director and supports CHSSN Program and Finance Managers. The Project Administrator must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while collaborating with the CHSSN management staff.

Responsibilities

The Project Administrator will:

- Supporting Program Managers by carrying out administrative functions and processes for CHSSN programming;
- Develop, complete and finalize project deliverables and timelines;
- Maintain all documentation throughout the length of the project;
- Ensure program recipients adheres to provided timelines and deliverables;
- Communicate relevant information to key stakeholders;
- Ensure the project meets targets, budgets and time-lines, with appropriate reporting and evaluation;
- Manage day-to-day activities for the Program Management team;
- Analyze project data and produce progress reports.

Qualifications

Education

- University Degree or DEC with significant work experience in the field

Knowledge, skills and abilities

- Excellent oral and written communication skills
- Bilingual English and French
- Experience in project implementation and budgeting
- Excellent interpersonal, time management, problem solving and organizational skills
- Highly computer literate
- Very good working knowledge of Office 365 applications



- Good understanding of databases
- Detail and numbers oriented
- Ability to interact with people of all ages and cultural backgrounds
- Team oriented and collaborative but also able to work independently
- Knowledge of the health and social services sector in Quebec
- Knowledge of the English-speaking community of Quebec

Asset

- Experience with Wordpress
- Experience with Airtable
- Experience with cloud data sharing services such as Dropbox, Google Drive, OneDrive

Experience

- 2 to 3 years planning and/or project experience

Working Conditions

This position may require occasional travel to regions across Quebec depending on COVID restrictions in place;

The head office of CHSSN is based in Quebec City and priority will be given to candidates located in the Quebec City/Capitale-Nationale Region. However candidates living in other regions will be considered.

Salary Range:

\$28-\$35 per hour

Application Submission:

Please send candidacy submissions to the attention of Jennifer Johnson, Executive Director, CHSSN at jjohnson@chssn.org by Monday, August 16th, 2021.