



CASA is looking for a dynamic, motivated **PROGRAM AND ACTIVITY COORDINATOR** to join the team at the Avignon office!

Responsibilities

- Develop, plan, organize and animate various activities and workshops for seniors, young children and their families, and youth (mainly online during the pandemic)
- Attend meetings with partners and community members
- Promote programs, services and community events and activities as required
- Initiate projects and reach out to local partners for collaboration
- Collaborate with community organizations on their projects
- Book venues and purchase supplies when necessary
- Focus on literacy promotion, parenting support, healthy lifestyles, seniors well-being, and more

Qualifications and skills

- Strong communication skills (written and oral)
- Able to manage multiple projects simultaneously
- Attention to detail and organized
- Energetic, friendly and creative
- Works well in a team environment as well as independently
- Proficiency in Microsoft Office software
- Strong command of the English language and ease communicating in French
- Comfortable carrying out activities in a virtual setting and possibly working from home during the pandemic (otherwise based in Pointe-à-la-Garde)
- Willing to travel when necessary and occasionally work Saturdays

Position details

- 35 hours per week
- Available to start as soon as possible
- Contract ending March 31, 2021
- Deadline to apply: November 20, 2020
- Salary to be discussed

* Only those selected for an interview will be contacted

Interested candidates can send their resume and cover letter to Fay Gallon, Programs Manager at CASA: fay@casa-gaspe.com and contact Fay with any questions at 418-752-5995.