



Association of Directors General of English School Boards of Quebec

Applications are invited for the position of:

Coordinator: Teacher Recruitment Project

Nature of the Work

The ADGESBQ is embarking on an ambitious project to clearly define the human resource needs for its member boards and build a strategic recruitment plan to respond to those needs, notably but not exclusively the needs related to staffing immersion positions. Reporting to the Directors General Table, the candidate will conduct a needs assessment across the nine member boards, build a recruitment strategy on the basis of that assessment and facilitate the execution of that strategy. The vision for employee recruitment should presume a scope or scale that extends beyond provincial or national borders.

Qualifications

The chosen candidate will:

- Have a general understanding of the Quebec Education System, particularly of the English schools network. Experience within a public education system would be an asset.
- Have a broad spectrum understanding of the diversity of that network and the peculiarities of the English community across the province.
- Have relevant post-secondary training, preferably a degree in a relevant field.
- Have a profile which includes at least five years of pertinent experience, notably in the fields of recruitment, promotion/communications, human resources and/or minority language advocacy.
- Have excellent communication skills, both oral and written, in English and French.
- Have a strong belief in the need to maintain a vital and viable minority language education system in Quebec.

- Have demonstrated sound judgement, the capacity to work independently, creatively and in a self-directed supervisory situation.
- Have an established network of contacts which could support the project.

General Responsibilities

- To carry out a human resource needs assessment for the nine English School Service Centers of Quebec.
- To build a strategic plan for employee recruitment based upon that needs assessment.
- To include in that plan a profile of the nine English School Service Centers and the particular characteristics of the communities of each.
- To engage individuals, as required, to produce recruitment materials, reference resources or statistical reports and to manage budgets associated with said contracts.
- To report regularly to the Directors General Table on project strategies and progress.
- To carry out the necessary reporting and accounting of project activities as required by the funding party.
- The candidate must be free to travel within the province and internationally to fulfill job function.

Annual Salary

This is a part-time contract (ranging from 60 - 80%) ending June 30, 2021 with a possibility of an extension. Place of work and work schedule are to be determined.

The salary is in accordance with the salary scales set by the MEES of a coordinator, level 7, ranging from \$78,660 to \$104,878.

Interested parties are asked to forward their letter of intent and curriculum vitae to Angela Rosa, Administrative Officer by email at: arosa@qesba.qc.ca by 4 p.m. on April 28.