

**Job Title: Project Coordinator Employment, UP House Montréal, Employment Program**

*UP House is a community centre in Montréal established in 2010. The founders aimed to create a place that eliminates social isolation and rebuilds the confidence, purpose, and community of adults living with mental illness. We are an evidence-based model referred to as a “Clubhouse,” and we are one of 320 clubhouses worldwide: the only clubhouse in Québec.*

*Fundamental is our belief that everyone has strengths and that mobilizing and sharing those strengths is the key to building hope and change. Clubhouses create opportunities for members to learn or practice skills to use towards their personal goals (such as returning to work or school or improving daily living skills), as well as aid with finding services such as housing, food banks, health care, or employment.*

**Job Summary:** We are seeking an experienced Project Coordinator to develop and oversee our Employment Program. The successful candidate will be responsible for developing, managing, and coordinating our first Employment Program and providing support, education, and resources to UP House members who are interested in employment. The Project Coordinator will work closely with the UP House Executive Director, Facilitators and Members, businesses, and community organizations to ensure program objectives are met.

**Responsibilities:**

- Develop and implement a comprehensive program plan for the Employment Program based on existing Clubhouse guidelines and protocols including transitional, supported and independent employment programs.
- Provide support, education, and resources to UP House Members interested in participating in the program.
- Ensure UP House members have the necessary support and resources to take up an employment position.
- Coordinate with businesses and organizations to identify vacancies and ensure their needs are met.
- Work with businesses and community organisations to promote the program and increase involvement.
- Evaluate program effectiveness and make recommendations for improvements.
- Prepare program reports and budget proposals for funding agencies and donors and the Board
- Collaborate with the Executive Director, Facilitators and Members to ensure program goals align with the organization's mission and strategic objectives.

**Requirements:**

- College Diploma or University Degree and / or related experience in a Health/Human Services related field.
- Project Coordination or Project Management experience in not-for-profit
- Ability to communicate effectively with both individuals and groups.
- Ability to work both autonomously and in a team.
- Flexibility, openness, sense of humor
- Knowledge of mental health related illnesses
- A commitment to the values and beliefs of a Clubhouse program for people living with mental illness, expressed in the International Standards for Clubhouse
- Excellent oral and written communication skills in French and English
- Strong Computer literacy skills (Microsoft Word, Excel, PowerPoint, Canva) and technology skills/ platforms (Zoom, Teams)
- A willingness to participate in the two-week Clubhouse Training Program at a certified Training Base.

The ideal candidate for this position is a compassionate, organized, and experienced project coordinator who is passionate about improving the lives of people living with mental challenges. If you are committed to making a difference in your community and have the necessary qualifications and skills, we encourage you to apply for this exciting opportunity.

**Salary is according to the current remuneration policy and qualifications and experience.**

**Full-time position**

**To Apply:**

Write two paragraphs that tells us about yourself, why you would like the position and what you bring to the position. Please include a CV in either English or French. We will only contact people who are invited to an interview. Thank you in advance for your time and care applying for the position.

Please send your letter and CV to: [devon.reid@urbanpardes.org](mailto:devon.reid@urbanpardes.org) with the subject line: **Project Coordinator Employment**

**Additional:**

Please learn more about the Clubhouse Model by reading the International Standards for Clubhouse Model at [www.clubhouse-intl.org](http://www.clubhouse-intl.org).

Please learn more about UP House here: <https://www.uphouse.org/>

Thank you!