

PROJECT MANAGER

Mobile Reading Unit project

PROJECT DESCRIPTION

The MRC of Bonaventure, in collaboration with the Committee for Anglophone Social Action (CASA), is currently developing a Mobile Reading Unit (Bookmobile) project. This project is the result of consultation and a need identified by the community and is part of the Community Plan for Social Development 2021-2024 and the Cultural Action Plan 2021-2023.

**Funding for this mandate comes from a cultural development agreement between the Ministère de la Culture et des Communications (MCC) and the Regional County Municipality of Bonaventure (RCM).*

ROLE

In close collaboration with the steering committee, the Manager will be responsible for organizing the implementation of the MRC Bonaventure Mobile Reading Unit pilot project.

MAIN RESPONSIBILITIES

1. Consultation, Partnership and Sustainability Component;
 - Meet with the Mobile Reading Unit committee to understand needs and gather all existing information;
 - Establish a project timeline;
 - Initiate collaboration between the various stakeholders and establish an action plan;
 - Determine organizational structure and establish the operation of the mobile unit;
 - Establish a development plan for the management and financing of the mobile unit.
 - Research sources of funding for operations;
 - Engage in partnerships with organizations, businesses, municipalities, etc;
 - Work in collaboration with the steering committee;
 - Make the implementation of a mobile unit in the MRC a reality for the summer of 2023;
 - Following the year 1 pilot project, proceed with its evaluation and recommendations;
 - Establish a commitment protocol for partners to support the continuation of the operation.
2. Design component (consistent with the Consultation, Partnership and Sustainability component);
 - Determine the best option in terms of vehicle and design for a long-term mobile unit.

Required Qualities;

- Autonomy, creativity, leadership, sense of organization and priorities
- Thoroughness, attention to detail and quality, methodology and work ethic
- Judgment, diplomacy and interpersonal skills
- Excellent command of French and English
- Writing skills
- Ability to work alone or in a team
- Ability to work under pressure
- Ability to communicate with the public
- Interest in the cultural field and literacy, an asset
- Familiarity with the community environment and the consultative process is an asset

Duration of the mandate:

Fall 2022 to Fall 2023

Work location:

Travel throughout the MRC, telecommuting, possibility of working in CASA offices.

Submission deadline: 2022-10-14

Expected start date: 2022-10-31

To submit your offer of services (number of hours and hourly rate), along with your resume and cover letter, or for any additional information, please contact



Shannon Day, Program and Activity Coordinator CASA,
168, Boulevard Gérard-D-Levésque, New Carlisle, QC G0C 1Z0
T. 418.752.5995, ext.115
shannonday@casa-gaspe.com

