

Second Language Program Agent

Do you like being in charge of a project and developing it? You are motivated by administrative tasks and customer service? You like putting your efforts towards program development and support? Do you enjoy a variety of tasks? You would like to occasionally lead second language classes? You would like to discover and work with the military community? You are looking for an organisation where you can combine using your skills with having fun at work? If you answered yes to these questions, **you are the person** we are looking for! The Valcartier Family Centre would like you as part of its team to entrust you with the responsibility of developing and administering second language programs (English and French) to guarantee the quality of services offered to its clientele. Don't hesitate – come join our team of over 70 individuals.

What is the Valcartier Family Centre? It is an organization that supports the military community by offering various intervention or psychosocial support services, employment assistance, services for children (occasional daycare), youth services (youth workers for 12 to 17 year olds), volunteering, and more.

The Centre's Values:

- Autonomy
- Transparency
- Caring culture
- Innovation
- Fairness

Benefits offered to the team:

- A work environment based on a caring culture
- 12 public holidays
- Flexible schedule
- Insurance after 3 months
- Training
- Cohesion committee
- Possibility to work out nearby at a reduced rate
- Cycling path nearby
- Shower accessible at the Centre

What we are offering for this position:

- Type of employment: Annual contract (September to June). Expect to work more hours in September, January, and February
- Banked hours (approximately 21 hours/week)
- Flexible undetermined schedule (based on needs throughout the year)

- Day and evening schedule, based on needs
- Location: Valcartier Family Centre (10 minutes from Val-Bélair)
- Start date: As soon as possible
- Salary: \$18.08/hour

Experience and requirements for this position:

- College education in administration or any other discipline relevant to this position
- Two (2) years of work experience in administration, project management, teaching
- All experience relevant to the position will be considered
- At ease using the Office suite
- At ease leading groups
- Well organized and autonomous
- Committed to customer service
- Perfectly bilingual (French and English)

Send your **résumé** and **cover letter** to the VFC Human Resources Department at RH.CRFMV@outlook.com no later than November 8th, 2019.

*****Please note that only applicants selected for an interview will be contacted.**