



**PROJECT DEVELOPMENT OFFICER, INDIGENOUS SUPPORT**

General Circular No. P2

<b>Place of Work:</b>	Student Services
<b>Status:</b>	100 % Supernumerary position
<b>Salary Rate:</b>	\$30.27 to \$53.64
<b>Start Date:</b>	Immediate
<b>Immediate Supervisor:</b>	Director

**Nature of the Work**

The position of Project Development Officer encompasses, in particular, responsibility for research, analysis, and development of activities. The Project Development Officer is in charge of community relations, needs analysis, organizational development, and development of technological support. The Project Development Officer ensures the planning, coordination, and delivery of an action plan related to positive mental health, calling on the internal and external resources of the school board to support Indigenous students in the EMSB.

**Main tasks and responsibilities**

- Supports and promotes the Diversity project of the EMSB in collaboration with the Health and Social Services Network (CIUSSS, Community Organizations, and other relevant partners).
- Promotes a global and systematic vision of the health and wellness needs of Indigenous youth. Engages the school community in the process of a needs analysis and develops appropriate strategies and programming accordingly to support Indigenous students' well-being, sense of belonging and academic success.
- Assists school teams in integrating Indigenous students and supports the implementation and promotion of such programs designed to support Indigenous students, as well as broader programing under the umbrella of prevention and promotion.
- Supports a harmonious school climate and good relationships between students.
- Collaborates with multidisciplinary school teams and the professionals of the CIUSSS (i.e. social workers) working within the schools and facilitates networking among the schools, the CIUSSS, and the community organizations.
- Provides and coordinates professional development, sometimes in collaboration with CIUSSS partners and community organizations, for teachers, professionals, administrators, external partners, and parents.

**Requirements and Qualifications**

- Bachelor's degree in psychoeducation, psychology, social work, or another appropriate specialty
- Extensive cultural knowledge with lived Indigenous community experience
- Excellent written and oral communication skills
- Excellent communication, organizational, analytical, creative, and interpersonal skills
- Ability to work well under pressure within a multidisciplinary team
- Knowledge of an Indigenous language is an asset

To view the job description as outlined in the classification plan [click here](#)  
or visit their website <http://cpn.gouv.qc.ca/en/cpnca/home/>

Interested candidates should send their letter of interest and curriculum vitae to [jobs@emsb.qc.ca](mailto:jobs@emsb.qc.ca)  
to the attention of Ms. Ann Watson, Director of the Human Resources Department,  
**by Wednesday, October 8, 2025.** Please refer to the circular number in your letter of application.

The masculine gender was used in this posting to facilitate the reading. The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples

