

ELAN's SELFIES project

(Seeing English Language Families In Engaging Stories)

Position: Project Coordinator

Period: September 2020 – March 2021

Salary: \$17 - \$20*/hour (*determined by experience) 20 hours/week

Project Description

ELAN's **SELFIES** project will use works of art to stimulate community conversations about the joys and challenges of being an English-speaking Quebecer in the 21st century. How do current conditions compare to previous decades? In the first phase, ELAN will make a call for community members to identify works of art by English-speaking Quebec artists that have inspired, encouraged, and enlightened or made them feel that someone else shared a piece of their reality. The books, films, music, plays and other suggested works of art will be used to inspire community conversations (which will be filmed, in several regions of Quebec) about how stories from the past can shape the present. ELAN's **SELFIES** project is funded by the Secretariat for Relations with English-Speaking Quebecers.

Job Description:

Working remotely, under the supervision of ELAN's Executive Director, the Project Coordinator will assume general management responsibilities for the **SELFIES** project. The Project Coordinator will oversee:

- collecting and cataloguing identified works of art, and then creating a document to stimulate community conversations;
- recruiting participants for community conversations about how life in the 2020s compares to life in Quebec for past generations, and as reflected in works of art;
- hiring a video crew to film the community conversations and monitoring the edited capsules;
- creating a web presence for phase I (suggested inspirational work of art) and phase II (filming community conversations);
- coordinating ELAN's promotion and visibility for the project with other partners (SELFIES is part of a larger community project involving five other partners).

Qualifications:

- Experience liaising and consulting with a wide range of community partners and stakeholders;
- Excellent communication and public relations skills;
- Project management or experience as principal assistant;
- Ability to work independently and in a team-oriented environment;
- Collaborative attitude, reliability, punctuality;
- Experience with video production and website development will be an asset;
- Interest in learning about the history of the English-speaking community of Quebec.

Your CV and a one-paragraph cover letter, explaining your interest in and qualifications for the project, must be sent to guyrodgers@quebec-elan.org by Monday August 17th. If you have questions, you can call 514.935.3312 x 21.

ELAN is an equal opportunity employer and values diversity in its workforce, encouraging applications from all qualified individuals. We strongly encourage applications from members of the Government of Canada's job equity groups (including people with disabilities, visible minorities, Aboriginal peoples, and newcomers to Canada), and from all groups who experience marginalization. We encourage applicants to self-identify in their cover letter if they are comfortable doing so.