

TECHNOVATION MONTRÉAL

Technovation Montréal is a non-profit organization that aims to address the lack of diversity in the technology and entrepreneurial communities by enabling young girls aged 8-18 from diverse socio-economic backgrounds in the city to learn about these communities and become leaders in their communities. Our goal is to reduce the gender gap in technology, build resiliency in participants, and address existing inequalities in the industry by encouraging girls to develop their entrepreneurial spirit, leadership, technical skills, and ability to generate positive social impact through technology.

PROJECT COORDINATOR - GAMEABLE

Under the direction of the program's co-founder, the Project Coordinator will assist in the implementation of the new Gameable program, which consists of introducing youth to video game development.

EMPLOYMENT CONDITIONS

- Part-time: Maximum of 20 hours per week, per project.
- Salary: \$16.00 per hour.
- Contract duration: From February to the end of July 2023. Possibility of contract renewal.
- Schedule: Onsite workshops on Saturdays, from 10am to 12pm. Rest of the tasks can be done in a flexible manner
- Region of employment: Montréal

GENERAL RESPONSIBILITIES

- Provide administrative support that aligns with program objectives as needed.
- Work closely with the Gameable & Technovation Montréal teams to maximize project impact and visibility.
- Assist in the management and coordination of meetings, conferences, workshops and special events.
- Develop and maintain strong working relationships with internal and external partners.
- Represent Gameable and Technovation Montréal at events where the team will be present;
- Follow up regularly on assigned tasks.
- Develop and maintain complex and varied files, records and databases.
- Ensure follow-up on all correspondence and inquiries.
- Produce reports and reviews of activities.
- Support other studio initiatives and projects as needed.

REQUIREMENTS

- Interest in video games
- Excellent interpersonal and verbal communication skills
- Initiative & rigor
- Good command of French & English (spoken & written)
- Strong written and verbal communication skills in French and English, as well as strong organizational skills
- Strong planning, organizational and scheduling skills and excellent customer service skills.
- Desire to be a role model for students and act as an agent of social change.

CRIMINAL HISTORY

Verification is required to work with a vulnerable clientele. This verification is done at the time of hiring.

APPLICATION

To apply, send your CV and a cover letter to bonjour@technovationmontreal.com.

Only applications that meet our needs and criteria will be contacted.