

## PROJECT COORDINATOR

### Giant Steps Montreal

Giant Steps School is a private school offering educational services to students with Autism Spectrum Disorders. Its Resource and Training Centre supports the Quebec autism community through a variety of services.

### The Project

Giant Steps School and its Resource and Training Centre. This training program will include video training modules and other training supports, which will be shared on a dedicated website, and will result in new and effective training tools available for francophone and anglophone services across the country.

### The Role

The Project Coordinator is the central member of the project team and is responsible for directing, organizing and controlling all project activities, under the direction of the Resource Centre Coordinator and the Director General.

### Responsibilities

- Develop project deliverables, including:
  - Develop a dynamic and interactive bilingual web toolkit to teach cyber security to people with autism;
  - Develop downloadable educational resources, including lesson plans, course materials and case examples;
  - Cyber security webinars adapted for school-aged children with ASD;
  - A project website.
- Develop a project action plan and evaluation tools;
- Prepare project organization and communication charts;
- Create and manage project committees: advisory committee, steering committee
- Chair and coordinate project meetings;
- Work with partner services;
- Create and implement needs assessments;
- Ensure the progress and quality of work being performed;
- Use project scheduling and control tools to monitor projects plans, work hours, budgets and expenditures;
- Effectively and accurately communicate relevant project information to the partner and granter organisations;
- Write project reports;
- Keep supervisors informed about project status and issues that may impact project completion.

### Skills and Qualifications

- Degree or diploma in a relevant field;
- Excellent written and spoken communication skills in both French and English;
- Knowledge of autism is essential;
- Proficiency with standard IT tools;
- Effective communication skills, including verbal, written and presentation skills;
- Proven ability to work effectively both independently and in a team based environment;
- Demonstrate willingness to be flexible and adaptable to changing priorities;
- Strong multi-tasking and organizational skills.

### Hours and Salary

This position is a one-year contract, 14-16 hours per week. Salary to be determined. Work hours are flexible.

Please submit your resume and cover letter to [reception@giantstepsmontreal.com](mailto:reception@giantstepsmontreal.com)

Only applicants being interviewed will be contacted. All replies will be treated with the highest level of discretion.