



Internal Coordinator

Contract dates: Start at the earliest available date, to one calendar year from the start date (with the possibility of renewal)

Weekly hours: Approximately 10 hours per week, with flexibility. The coordinator can decide their weekly hours depending on the tasks at hand, but occasionally some hours on weekends and evenings may be required. The internal and external coordinators will also coordinate their work hours with each other.

Location: The coordinator may occasionally need to meet with students, faculty, and McGill staff members at McGill's downtown campus. Meetings with facilitators are held weekly at the ECOLE house at 3559 rue University. Outside of these meetings, the coordinator can choose their work location. The coordinator is able to work from home remotely and is also able to work from the ECOLE office space at 3559 rue University. Candidates **must** be based in Montreal.

Compensation: \$20/hour (possibility of pay increase if staying on beyond the first contract year).

About ECOLE

ECOLE is a model of urban sustainable living and a physical hub for the McGill and Montreal sustainability communities. Our mandate, as defined in our constitution, is to “bring together McGill students, faculty and staff and Montreal community members in the pursuit of sustainable living by means of applied student research, alternative education, and community building. ECOLE is an ongoing experiment that strives to be a model of urban sustainable living.” ECOLE fulfills its mandate by building on the Three Pillars of ECOLE: Living, Learning, and Community Building. For more information, see <https://www.ecoleproject.com/>

Responsibilities

- Organize recurring meetings for facilitators and board of directors, and facilitate these meetings when necessary
 - Prepare and circulate meeting agendas for monthly board meetings in advance
 - Follow up on action items with individual facilitators and board members as necessary
- Support the emotional well-being of the group of facilitators by organizing one-on-one check-ins, trainings, group conversations and activities
- Support collective and intentional living practices of facilitators by organizing relevant trainings, overseeing housemate systems and schedules as necessary
- Ensure the accountability of the facilitators by applying existing review processes as identified by the board, and by planning efforts to motivate the facilitators as individuals and as a group

- Liaise the communication between the facilitators and board of directors, and facilitate opportunities for internal ECOLE convening
- Assist the board treasurer and bookkeeper in establishing and managing the annual budget and process transactions as part of ECOLE operations
- Oversee tax processes and paperwork, insurance, and other legal and/or fiscal requirements for ECOLE as an organization, in collaboration with the lawyer and bookkeeper

Shared among both coordinators (External and Internal coordinators)

- Ensure that the facilitators as a cohort are fulfilling the overall and annual objectives of the ECOLE project
- Support and mentor facilitators in planning and implementing their sustainability micro-projects or applied student research throughout the year
 - Organize regular check-ins, review project/research plans and timelines, review budget plans, review and approve learning reports
 - Organize an end-of-year ECOLE symposium for facilitators to share their project/research outcomes and learning reflections
- Attend recurring meetings with facilitators and board of directors, and deliver progress updates as necessary
- Oversee the recruitment, onboarding, and exit processes for facilitators, including orientation, core trainings, preparing exit reports
- Organize and facilitate the fall training and winter retreat for facilitators
- Organize and facilitate the Annual General Meeting (AGM) in collaboration with the facilitators, board of directors, and collective
- Ensure that ECOLE policies (Hiring Policy, Indigenous Allyship Policy, Space Booking Policy, Sexual Assault Policy, Conflict Resolution Policy, etc.) are up-to-date and complied with by facilitators, coordinators, board members, and collective members
- Collect and consolidate ongoing feedback on ECOLE from facilitators, board of directors, collective members, and beyond to continuously strengthen the operations and programming of the project
- Maintain the institutional records of information, documentation, and knowledge
- Support each other's responsibilities where necessary and appropriate.

Qualifications

Essential:

1. 3+ years of experience in project coordination or management
2. Excellent facilitation skills for meetings, group discussions, and trainings
3. Strong understanding of sustainability principles and community-based initiatives
4. Knowledge of budgeting processes and financial management
5. Strong understanding of tax processes, insurance, and legal requirements for organizations in Quebec/Canada

6. Strong problem-solving and critical-thinking abilities
7. Strong written and verbal communication skills in English (French proficiency an asset)
8. Strong organizational and administrative skills
9. Strong attention to detail in managing administrative processes
10. High level of accountability and self-motivation

Desirable:

1. Knowledge of and experience in collective and/or intentional living
2. Experience in consensus-based decision-making processes
3. Experience in organizational behavior and/or managing teams
4. Experience in conflict resolution and mediation
5. Familiarity with ECOLE and its operations and programming

Working Conditions

- ECOLE building is situated at 3559 rue University, Montreal. There is an office space and meeting space for the coordinators to work in-person. We regret to inform you that the building is not wheel-chair accessible.
- The coordinator must have access to their personal computer. The project currently uses Google Drive and other free-of-charge software to operate its activities.

Employment Equity

ECOLE values the contributions that individuals who identify as members of marginalized or oppressed communities bring to our organization, and we encourage those people to apply. We recognize that structural barriers shape experiences and job qualifications, and therefore we seek to use employment equity to differentiate between candidates who meet the required qualifications. Please clearly indicate in your application if you wish to be considered for employment equity.

How to Apply

Please complete this Google form to apply: <https://forms.gle/V3qYesXriYahsD6R6>

The deadline to apply is **Tuesday, May 20, 2025**, by midnight EST.

You will be notified as to whether you have been selected for an interview. Interviews will be held in person or virtually. For questions or concerns, please contact ecoleproject@gmail.com