

The Montreal Diet Dispensary is currently recruiting an Interim Director – Programs and projects for the replacement of a parental leave. The Dispensary's mission is to offer nutritional and social support to pregnant women in need to help them to give birth to, and raise, babies in good health.

Mandate

Under supervision and with the collaboration of the executive director, the Programs and projects interim director will plan, implement and evaluate social nutrition services and the projects relevant to the organization, according to its action plan and its mission.

Position description and time

Temporary full-time position for one year (replacement during a parental leave): from December 11th 2017, until December 21st 2018.

Job Description

- Plan, follow and coordinate the implementation of the program in social nutrition and various projects of the Dispensary, while ensuring development, validation and updating of teaching tools, activity material and other resources required for their success (guide of reference, content required for intervention, teaching aids, client web-based applications, etc.);
- Collaborate in finding resources (technical, financial, etc.) required to implement programs and projects of the Dispensary;
- Coordinate the whole evaluation process of programs and projects of the Dispensary with a mindset of continuous improvement, promotion of impact and knowledge transfer;
- Collaborate in writing funding requests and reporting to funders;
- Coach internal workgroups and stagiaires involved in the implementation of the programs and projects;
- Contribute to the development and improvement of the partner network of the Dispensary;
- Take part in outreach, public relations and visibility activities.

Profile

- First-cycle university degree in a related field (project management, public health program management, healthcare management, etc.);
- Three to five years of relevant experience in healthcare management, public health program management, project management;
- Knowledge and experience in perinatal health is an asset;
- Mobilizing leadership: collaborative teamwork, self-managed workgroups, initiative and autonomy, coordination skills;
- Excellent oral and written French communication and good level oral and written English skills;
- Efficient use of common and various softwares and applications and ease of adaptation to new technological environment;
- Knowledge of social media and ProDon (or other CRM) is an asset.

Interested candidates should forward their resume and letter of motivation, no later than **October 30th 2017**, by email to: rh@dispensaire.ca.

Only candidates selected for an interview will be contacted.