



Information Officer

About the Centre

The Community Housing Transformation Center (The “Centre”) is a resource and reference centre that seeks to support the sustainability and development of community housing, the right to housing and the accessibility of quality community housing.

The Position

We are looking for an *Information Officer*. This person will have the main mandate of ensuring that our database – *The Resource Inventory* – which is accessible via our website, contains the largest number of organizations / companies offering services to community housing providers. This database will contain data for all Canadian provinces and territories.

Tasks and Responsibilities

The *information officer* has to:

- Communicate with organizations / companies likely to offer services to community housing providers across Canada, explain the objectives of this database, complete the information in our system and validate the information;
- On the lookout for new organizations / companies, via different sources of information, and communicate with them to make them aware of the importance of subscribing to our database;
- Work with the Communications Manager to promote the Resource Centre and ensure that community housing providers know about it and know how to use it;
- Assist the Executive Assistant in certain office tasks.

Required Profile

We are looking for a person who has:

- Excellent English and French (written and spoken)
- Very good knowledge of computer systems and websites
- Good knowledge of Office suites

Professional Skills

- Interpersonal skills
- Ease in communicating with people (written and spoken)
- Detail-oriented
- Capacity to prioritize and organize tasks

Conditions

- Permanent full-time position (35 hours per week)
- Location: Montréal (Berri-UQAM)
- Available as soon as possible
- Must be eligible to the wage subsidy program offered by the Quebec government (PRIIME).

You are interested? Please send you CV and your Cover Letter to: info@centre.support