



JOB POSTING

COORDONNATOR – COMMUNITY DEVELOPMENT AND HEALTHY LIFESTYLE

The Aquatic Association of Dollard-des-Ormeaux (AADD0) is a non-profit organization seeking a Coordinator for its Initiative Go DDO program.

This program aims to promote an active lifestyle among residents of Dollard-des-Ormeaux, in collaboration with partners in the early childhood, school, community, and municipal sectors.

We are looking for a dynamic and well-organized individual capable of coordinating concrete actions that have a real impact in the community.

Desired Profile

The ideal candidate:

- Demonstrates inclusive leadership
- Has excellent organizational skills
- Is autonomous, adaptable, and solution-oriented
- Has experience in project management and partnership coordination
- Shows a genuine interest in healthy lifestyles and community development

Main Responsibilities

Under the authority of AADD0 management, the successful candidate will be responsible for the development, coordination, and optimization of the Initiative Go DDO program.

Management and Planning

- Plan, organize, and oversee community programs
- Ensure activities meet the needs of the population
- Evaluate initiative performance and recommend improvements

Logistics and Operations

- Coordinate the use of facilities
- Manage equipment, materials, and event logistics
- Develop and optimize work schedules

Human Resources Management

- Recruit, supervise, train, and evaluate program staff
- Provide professional and motivating leadership



Development and Partnerships

- Identify emerging community needs
- Develop solutions and new projects
- Represent the program at roundtables and committees
- Plan registration and promotion process for programs, in collaboration with the customer service team

Administrative and Budget Management

- Administer allocated budgets
- Ensure sound financial management
- Prepare reports for management

Requirements

- College or university diploma in a relevant field
- Bilingualism (French and English), both spoken and written
- Experience in program management and knowledge of the local environment (an asset)
- Proficiency in common office software (Word, Excel, PowerPoint, etc.)
- Valid driver's license (Class 5) and access to a vehicle

Working Conditions

- Permanent position – 35 hours per week
- Annual salary: \$50,000 to \$70,000
- Group insurance
- RRSP contributions
- 10 paid personal days
- Cell phone allowance
- Flexible schedule with possibility of remote work

Start Date: As soon as possible

Application Deadline: March 15, 2026

We thank all applicants for their interest. Only those selected for an interview will be contacted.

To apply: Please send your CV by email to mauger@ddo.qc.ca