

JOB OFFER : COORDINATOR – ADMINISTRATION & COMMUNICATIONS

Working at the SADC du Haut St-Maurice means:

- Joining a warm and motivated team;
- Choosing a position adapted to your needs;
- Taking the time to grow and thrive;
- Contributing to the development of your community.

Your main challenges:

- Provide administrative and organizational support to the team: prepare documents, coordinate logistics, manage office supplies, and assist with the organization's activities and projects;
- Support governance by taking minutes during board and committee meetings and drafting official records;
- Handle bookkeeping, track invoices and payments, and prepare required documents for year-end closing;
- Plan and coordinate internal and external communications:
 - Manage digital platforms (website, Facebook page, newsletters);
 - Design visuals, publications, and promotional materials that reflect the organization's image;
 - Write and distribute messages, news items, and press releases intended for partners and the general public;
 - Support the promotion of events, projects, and local development initiatives.

What we're looking for:

- Any combination of education and experience relevant to the position;
- Strong organizational skills – ability to manage multiple tasks, meet deadlines, and maintain impeccable records;
- Autonomy and initiative – ability to anticipate needs, propose improvements, and work proactively within a small team;
- Excellent communication skills – mastery of written and spoken French, ability to write clearly, and communicate effectively with diverse stakeholders;
- Creativity and an eye for design – ability to create attractive visuals and enhance the organization's image through its communications.

What we offer:

- A competitive annual salary based on your profile;
- A four-day work week;
- A group pension plan;
- A group insurance plan;
- And many other benefits to discover.

Interested in joining the SADC team? Send your résumé and cover letter by November 6, 2025, by email to sarmstrong@sadchsm.qc.ca, to the attention of Stéphanie Armstrong, Executive Director.

SADC du Haut St-Maurice

324 rue St-Joseph, La Tuque, Québec, G9X 1L2 (819.523.4227 P.228)