JOB OPPORTUNITY: Executive Director, Reporting to the Board of Directors

The Megantic English-speaking Community Development Corporation (MCDC) is a non-profit community-based organization, based in Thetford Mines, whose mission is to serve English-speaking people living in the Chaudiere-Appalaches and L'Erable regions.

MCDC is currently recruiting an Executive Director, whose general mandate will be the administration of MCDC in its work.

This is a contract position based on a working schedule of 32 hours per week. The salary range is \$24.86 to \$32.30 per hour. The position is based in Thetford Mines, however, the Executive Director may be required to travel occasionally to 4 or 5 out-of-town meetings annually that will require overnight stays. The ideal candidate will meet the following criteria:

- College or University degree in a related field of study (academic background in health or social services would be an asset)
- Minimum of 2 years of experience in a coordination capacity
- Excellent communication, interpersonal and organizational skills
- Good computer skills (MS Office suite)
- Fluent in both French and English and access to a car

Responsibilities

The candidate will be responsible for:

- supervision of staff on a daily basis, for all matters related to the hiring and training of new staff and for the evaluation of staff on an annual basis
- submission of funding applications for the MCDC's programs, and submission of progress reports to funders, both narrative and financial
- Regular review of the MCDC's Strategic and Operational Plan, recommending any necessary changes to the
- preparation and submission of all financial reports to the Board and the Finance Committee; oversight of all other financial matters of MCDC
- and preparation for Board meetings and the Annual General ensuring that all required annual government reports are filed in a timely fashion
- administration of the MCDC's policies and procedures established by the Board
- participating in regional and provincial meetings, committees and consultative tables in both linguistic communities
- Together with the President, is the spokesperson for the MCDC and responsible for all printed material and website content issued by MCDC.
- The Executive Director must exercise complete discretion in dealing with MCDC's partners, clientele, Board and staff.

If this position interests you, please forward your curriculum vitae by April 6th 2018 to:

Christian Lapointe

The Megantic Community English-speaking Development Corporation 906 Mooney Street West, Thetford Mines (Qc) G6G 6H2 Fax: 418-332-3153 / E-mail: mcdc@bellnet.ca

Visit our MCDC website www.mcdc.info

COMMUNITY CALENDAR

- April 7: Square dance at Kinnear's Mills Community Hall, donuts and maple treats, music by Claude Lachance & James Allan, \$12 to get in.....nothing to get out!!!!!
- April 8: Choir recital featuring "Les Semeurs de Joie" and "Do.Mi.Sol" at 1:30, Local de l'age d'or St. Alphonse, Admission \$8.
- April 29: Monthly brunch at Les Fourneaux d'Inverness, 9:00 a.m. - 1:00 p.m. Call Lisa to reserve 418-453-2007.

SENIORS' DROP-INS

Monday, April 9th: Thetford Café l'Espérance (supper to follow)
 Monday, April 16th: Ste-Agathe HLM
 Monday, April 23rd: Kinnear's Mills
 Monday, April 30th: Inverness

MASONS' ANNUAL SUGAR PARTY In collaboration with MCDC

Bring your family, friends & neighbours to enjoy some local spring-time fun:

DATE Saturday, April 21, 2018 PLACE: Kinnear's Mills Community Hall AGENDA:

4-6 p.m.: Taffy on snow 6 – 7:30: Homemade cooked supper. 8:00-11:00: Music to dance to!!!!

PRICE: \$15/adult; special price for children; maximum \$35/family

Bring your own beer, wine, and lawn chair.

COMMUNITY SUPPER FOR SENIORS AT CAFÉ L`ÉSPÉRANCE

The "I volunteer" program is once again hosting a community supper for seniors to be held: PLACE:

Café l'Éspérance 136 Notre Dame est **Thetford Mines**

DATE: Thursday, April 19, 2018

5:00 - 7:00 p.m. TIME:

PRICE: \$5

You must reserve your place by call MCDC 418-332-3851 / toll free 1-877-332-3851

THANK YOU TO OUR VOLUNTEERS

National Volunteer Week will be held the week of April 15-21, 2018. Volunteers are on the front lines of all of our community services - community health care, heritage and arts, administrative committees, community organizations, school life - the list is endless. Take the time this week to recognize volunteers by saying thank-you. They offer their time, energy and skills to improve the lives of their neighbours and surroundings. Their hours of service ensure that many activities are accomplished and many people are helped.

MCDC wishes to take this opportunity to thank its volunteers whose contribution is invaluable to our community:

Alice Renaud Aline Visser André Gingras Ann-Marie Powell **Annie Stewart** Brenda Trenfield Danie Lessard **Darlene Menard** Diane Champagne Gordon Brown Heather Aulis Hélène Doré James Allan Jan Lowry Jean-Luc Tardif

Joan McCammon Jules Beaudoin Leo Thomas Lorna Campbell Maureen Small Nadine Ratté **Ned Young** Normand Baker Pauline Davidson Peter Whitcomb Pierre Roberge Ross Davidson **Ruth Morrison** Stephen Renaud Sylvère Marcoux

Zina Pantorno

We would also like to thank the 104 student volunteers (58% of total population) from ASJ High School and St. Patrick's Elementary who participated in the "I Volunteer" program this year by working at the Community Suppers, serving and cleaning up at the Breakfast Program, making weekly visits to look after the animals at the SPA, tutoring the Sports Workshops, reading to cycle 1 students, tutoring during the seniors' social media workshops, and helping the Masons with the Xmas basket campaign.

MCDC held a pizza lunch for these students to show our appreciation for their participation in the program. The program provides students with a great opportunity to give of themselves, gain valuable experience and have the satisfaction that can only come from helping others and not expecting anything in return. A big thank you goes out to everyone who participated!!!!

COMMUNITY HEALTH CAPSULE



Could you assist a senior with his/her daily tasks?

If you are a retired health professional or someone with home-care experience, we are looking for YOU!! Compensation for your services would be covered by client and community organization. For more information, give Chris a call at MCDC 418-332-3851



The MCDC Board of **Directors and Staff would** like to wish you a very Happy Easter!

Please note that the office will be **closed**

Good Friday, March 30th & Easter Monday, April 2nd

Milestones



McGILL BURSARY PROGRAM Additional recipient for 2017-18



Congratulations to another 2017-18 recipient of the McGill Bursary Program, Laury Nadeau - studying physiotherapy at the Collège Ellis Campus Trois Rivières. This program provides financial incentive to students from selected Quebec regions with English and French language skills pursuing full-time studies in the area of health and social services in a government recognized educational institution. Congratulations Laury, and good luck with your education journey!

BURSARY PROGRAM FOR ASJ GRADUATES AND ADULT LEARNERS

For the 9th year running, the Megantic Community Foundation (MCF) is pleased to offer

- two (2) \$500 bursaries:
 - One bursary to an ASJ High School graduate pursuing post-secondary education;
 - One bursary to a member of the English-speaking community of the Appalaches, L'Érable or Lotbinière regions who wishes to further his/her studies as a mature student

Deadline for submission of applications is May 1, 2018

Application forms are available at:

MCDC, 906 Mooney Street West, Thetford, or by calling 418-332-3851

- Condolences to Rae McCallum & family on the passing of Louise McCallum on March 19th in Montreal.
- Happy Birthday wishes go out to Lise Fallot who is celebrating her birthday in April.

 A special HAPPY 100TH BIRTHDAY to Lillian Small Roy on April 13th who will be surrounded by family and friends to celebrate.

MCDC MEMBERSHIP

All members of the English-speaking community of Chaudière-Appalaches and l'Érable are invited to become members of MCDC. Membership is free and it is a great way to get involved and show your support for your community. For additional information, please call us at 418-332-3851 or 1-877-332-3851 or visit our website at http://mcdc.info