



**JARDINS  
POUR  
TOUS**

Pour un mieux-être collectif  
dans nos quartiers

## **Project Manager - INTERNSHIP Governance, Internal Policies and Human Resources**

**JARDINS POUR TOUS**, a young NPO working in greening in full expansion!

At once social, educational and environmental, the mission of **JARDINS POUR TOUS** is to create a network of greening and urban agriculture in the Milton-Parc community. We have 3 greening projects underway: the fruit trail on avenue du Parc (between Léo Pariseau and Milton), the Notman Urban Gardens (60, rue Milton) and the new Hospitalier greenhouses at the corner of avenue du parc and Hutchison. We also have a project to revitalize the 2 green alleys in the neighbourhood.

***Our civic initiatives, by and for the community, aim to create an inspiring living environment and strengthen the sense of belonging. They will help create the close-knit, caring community so typical of the Plateau Mont-Royal!***

**Our team has set itself 3 objectives for 2024 :**

- Improve volunteer involvement and experience;
- Gain greater visibility & recognition in the community;
- Professionalize our actions (Board, HR, procedures, website).

### **MANDATE**

- Our organization needs support in the creation of internal manuals and policies, from Board roles and responsibilities to internal hiring policies, in order to improve our community mobilization and lend professionalism to our actions. *The selected candidate could develop the following document(s):*

#### **1-Employee Policy Manual including :**

- Discrimination practices / Harassment practices / Conflict resolution practices / Accessibility and accommodation practices / Employment equity practices / Privacy practices / Financial management practices etc.

#### **2- Manual for directors, board members including :**

- Roles and Responsibilities / Policies and Procedures / Board Operations / Delegations.

#### **3- Manual for volunteers**

### **SKILLS REQUIRED:**

- Experience in human resources, employment management, governance
- CANVA writing and/or layout skills
- Autonomous, organized, motivated
- Interest in participatory democracy, citizen mobilization and the environment

### **DESIRED COMMITMENT :**

- 2 to 3 hours per week from February to April 2024. Our organization is in action from June to October.

### **HOW TO APPLY:**

- Send us your CV and covering letter by **March 1, 4 p.m.** to: [jardinsmiltonparc@outlook.com](mailto:jardinsmiltonparc@outlook.com).