



Association pour la santé environnementale du Québec
Environmental Health Association of Québec

Job announcement and description

The Environmental Health Association of Quebec (ASEQ-EHAQ) is a non-profit, charitable organization that aims to improve the well-being of individuals experiencing [Multiple Chemical Sensitivity](#) (MCS). We create projects that promote social inclusion, provide ecological solutions for everyday living and promote healthy solutions for all applications. We currently have close to 2000 members from across Canada who benefit from and participate in our numerous projects and support and training services.

If you are passionate about the environment, health, and justice and want to be part of making change through education and creating awareness and outreach, that will touch millions of lives in Canada, we have a job for you! We are inviting you to join our small but mighty team that works towards these goals.

Bilingual Coordinator and Legal Researcher

ASEQ-EHAQ is seeking a full-time Bilingual Coordinator and Legal Researcher to work toward the protection of environmental health through research, community outreach, education, and awareness.

Duties and Responsibilities

- Assist in the delivery of the project objectives to ensure deadlines are met, and work is completed;

ASEQ-EHAQ

Association pour la santé environnementale du Québec • Environmental Health Association of Québec
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514-332-4320 • bureau@aseq-ehaq.ca • office@aseq-ehaq.ca
aseq-ehaq.ca • ecoasisquebec.ca

Français : HypersensibiliteEnvironnementale.com
LaVieEcolo.ca

English: Environmentalsensitivities.com
EcoLivingGuide.ca

- Develop and enact a research plan to generate content in consultation with the project's legal partner and legal advisory committee;
- Research legal protections/legal rights and responsibilities for people with disabilities as identified and assigned;
- Research aspects of Federal/Provincial/Territorial human rights processes to produce content for the ASEQ website to develop clear language rights education tools on issues including requesting accommodations, and the filing and processing of human rights complaints;
- Prepare surveys that will collect before and after data to evaluate workshops;
- Present research content to supervisors and advisory committees for information verification and feedback;
- Attend and present at meetings for project committees, presentations, and special events;
- Develop and deliver training workshops on the legal aspects of the project to lawyers and to the community;
- Answer questions based on research to direct clients asking for support to the appropriate information;
- In collaboration with the team, create and monitor methods for evaluating the success of the project;
- Ensure appropriate collection of information is included in interim reports on the project, and all funder obligations are met;
- Support and assist in the generation of project reports to the project funder;
- Carry out action plans as dictated by the management; and
- Assist in special projects as needed.

Qualifications

- Master's degree in social sciences (political science, public policy, sociology, etc.), legal domain, or other relevant degree;



- Minimum 2 years experience with research;
- Experience with policy or legal research (asset);
- Skilled in creating surveys and integrating feedback into the project;
- Ability to translate complex information for multiple audiences including the general public;
- Ability to handle multiple tasks in a fast-paced environment;
- High attention to detail and strong organizational skills;
- Ability to take and effectively adapt to constructive criticism and feedback;
- Excellent written and oral communication skills in French and English;
- Experience in the non-profit sector (asset);
- Experience working with people with disabilities (asset); and
- Knowledge of the disability of multiple chemical sensitivity (asset)

Employment Conditions

\$35 an hour/ 35 hours a week

Remote work.

If you meet the requirements to fulfill this position, we encourage you to send your resume and cover letter to ASEQ-EHAQ at office@aseq-ehaq.ca