



## Project Manager

**Organization:** Association pour la santé environnementale du Québec – Environmental Health Association of Québec (ASEQ-EHAQ)

**Location:** Remote, Canada-wide (Québec-based preferred)

**Position Type:** Full-time (Monday to Friday, 9:00 AM to 5:00 PM)

**Compensation:** \$28/hour

### About Us

The **Association pour la santé environnementale du Québec – Environmental Health Association of Québec (ASEQ-EHAQ)** is a nonprofit organization dedicated to improving accessibility and inclusion for people living with Multiple Chemical Sensitivity (MCS). Through advocacy, research, and education, we collaborate with communities, institutions, and governments to remove barriers and promote healthier, safer environments.

We are seeking a **Project Manager** to join our team for the next phase of the Empowering Community and Removal of Barriers (ECRoB) project. This is a pivotal role for someone who is detail-oriented, organized, and committed to advancing accessibility and inclusion.

### Key Responsibilities

- Track project timelines, deliverables, and milestones across the project.
- Coordinate with staff leads to ensure activities remain aligned and on schedule.
- Schedule and prepare project meetings; circulate agendas, minutes, and follow-ups.
- Monitor task progress and provide reminders and support to staff as needed.
- Maintain accurate records of activities, decisions, and progress.

#### ASEQ-EHAQ

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

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- Provide regular progress updates to senior leadership.
- Support the preparation of interim and final reports to funders.

## Qualifications

- Post-secondary education in project management, administration, or a related field is an asset. Equivalent experience will also be considered.
- Minimum 2–3 years' experience in a project coordination or management role (nonprofit or multi-partner projects preferred).
- Strong organizational and time-management skills; ability to balance multiple priorities.
- Excellent written and verbal communication skills in **English and French**.
- Proficiency with digital tools: Microsoft Office/Google Workspace, Zoom, and project management software (e.g., ClickUp, Asana, Trello).
- Ability to work independently in a **remote environment**.
- Detail-oriented, reliable, and proactive.

## Work Conditions

- **Remote position** – must have access to a stable internet connection and computer.
- Full-Time (Monday - Friday, 9:00 AM - 5:00 PM EST)
- Compensation: **\$28/hour**
- While this is a remote position, applicants must reside in Canada and be legally eligible to work in the country.

**Please note that this position requires full engagement during work hours and adherence to the organization's policies.** Outside contracts or freelance work that interfere with job performance, productivity, or responsiveness are **not permitted**. Periodic performance reviews will ensure alignment with our mission, timelines, and expectations.

## How to Apply

Please send your **CV and a brief cover letter** to [emploi@ehac-asec.ca](mailto:emploi@ehac-asec.ca) with the subject line: *Project Manager Application – ASEQ-EHAQ*.

Applications will be reviewed on a rolling basis. Only candidates selected for an interview will be contacted.

## Important Note

We take the integrity of our recruitment process seriously. By applying for this position, candidates confirm that:

- All materials submitted are original and accurately reflect the applicant's qualifications and experience.
- Reference contacts and supporting documents are truthful and verifiable.
- Any attempt to misrepresent identity, qualifications, or external endorsements (e.g., falsified reference letters or AI-generated documents) **will result in immediate disqualification.**