

Participant Services Coordinator

About the Quebec English-Language Production Council

The Quebec English-language Production Council (QEPC) is a not-for-profit organization that represents and advocates for English-speaking film and television producers and creators in Quebec. QEPC supports professional development, industry access, and the growth of a strong and sustainable English-language screen sector, while also advocating and lobbying for the needs of English-language production in Quebec.

About the Initiative: Industry Showcase & Employment Fair

The Film & TV Industry Showcase & Employment Fair is a new QEPC initiative designed to connect job seekers with employers in Quebec's film and television industry. The two-day event will bring together industry employers, professionals, and emerging talent, while creating opportunities for employment, networking, and industry access.

This project is part of The Community Opportunity Fund, an initiative of YES Employment + Entrepreneurship, funded by the Government of Canada's Enabling Fund for Official Language Minority Communities.

Role Purpose

The Participant Services Coordinator will be responsible for managing the participant journey from application through follow-up. This includes participant selection, communication, scheduling, consultations, tracking, and follow-up for approximately 250 participants. Additionally, outreach to various community organizations to recruit a diverse group of 250 job seekers.

Key Responsibilities

Before the Event

- Manage participant applications and selection.
- Maintain the participant database and tracking systems.
- Coordinate participant registration and communications.
- Track participants' career interests, goals, and needs.
- Schedule participants into the 10 pre-fair workshops.
- Collect CVs and other relevant participant information.
- Coordinate individual participant consultations.

During the Program

- Coordinate approximately 250 one-on-one consultations.
- Ensure participants receive their individual action plans.
- Support employer and participant matching.
- Coordinate meeting requests between participants and employers.
- Facilitate referrals to relevant services and opportunities.
- Track services delivered to each participant.
- Respond to and troubleshoot participant issues as they arise.

After the Event

- Follow up with participants after the event.
- Track participant outcomes and progress.
- Coordinate referrals and continued support where appropriate.
- Collect and maintain participant data.
- Gather information needed for evaluation and reporting.

Scope of the Role

This role should be the clear point person for the participants, from their initial application through the post-event follow-up.

With approximately 250 unique participants, 250 one-on-one meetings, 250 action plans, and an estimated over 1,000 services delivered, this is a significant operational responsibility. The role will require strong organization, communication, follow-up, and administrative skills, as well as the ability to manage a high volume of participant information and interactions.

Compensation

Salary is commensurate with experience and will be discussed during the interview stage. This is a part-time contract position with a contract starting October 2026 extending through May 2027.

Please send your cover letter relaying your experience for the position and resume to program.engagement.qepc@gmail.com. Deadline to apply: September 11th, 2026.