Project Officer, Corporate Social Responsibility (12 months contract)

Montreal - Full-time - 744000163260919

Apply Now:
https://jobs.smartrecruiters.com/Ubisoft2/744000163260919-project-officer-corporate-social-responsibility-12-months-contract-?oga=true

As a Project Officer, Corporate Social Responsibility at Ubisoft Montréal, you will help deliver and raise awareness of our social and environmental initiatives. You will report to the Manager, CSR and External Communications.

You will manage partnerships for the Ubisoft Éducation program and coordinate the measurement, assessment and reporting activities that support our initiatives.

What you'll do

- Coordinate Ubisoft Éducation program partnerships and serve as the main contact for educational institutions, community organizations and other external partners;
- Build lasting partner relationships and track commitments, timelines and partnership outcomes
- Organize program activities, events, meetings and initiatives;
- Bring together the internal expertise needed for initiatives, including mentors and jury members;
- Prepare program reviews and recommendations to support continuous improvement;
- Coordinate the collection, consolidation and validation of social, environmental and community data with internal teams, ensuring quality and consistency;
- Track key performance indicators (KPIs) for CSR and environmental initiatives;
- Contribute to CSR and environmental reporting, prepare internal and external reports, and share updates with stakeholders through the designated platforms;
- Participate in disclosure and compliance processes related to environmental, social and governance (ESG) and sustainability commitments, including an external audit;
- Recommend improvements to impact tracking, measurement and communication processes.

What you bring to the team

- Interpersonal skills to maintain partner relationships and comfort with public speaking;
- Organization and planning skills, with the ability to manage several projects at once;
- Data interpretation and problem-solving skills, comfort managing data, and a creative approach that welcomes innovation;
- Collaboration and advisory skills, with the ability to guide, motivate and bring people together around initiatives;
- The ability to communicate clearly in French and English with internal and external

stakeholders;
- Relevant experience for the role’s responsibilities, with in-depth knowledge of project management as an asset;
- Knowledge of the Corporate Sustainability Reporting Directive (CSRD) in the French context, an important asset;
- Knowledge of the video game industry, an asset.