



**Assemblée des Premières Nations
Québec-Labrador**

250, Place Chef Michel Laveau, bureau 201
Wendake (Québec) GOA 4V0
Tél. : 418-842-5020 • Téléc. : 418-842-2660
www.apnql-afnql.com

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JOB OFFER

Project Coordinator for the AFNQL Council of Elected Women*

One-year contract, full-time, with the possibility of becoming a permanent position depending on funding availability

Immediate supervisor: Chief of Operations

**Position exclusively for First Nations women*

Job description

In keeping with the **AFNQL**'s mission, objectives, values and general policies, the successful candidate will coordinate projects on behalf of the AFNQL Council of Elected Women ("the Council") with a view to developing and strengthening partnerships between the AFNQL's elected women and men. The position holder will also play a role in researching and maintaining the organization's funding sources, as well as in negotiating and developing new projects and initiatives.

Responsibilities

- Organize Council meetings and oversee related logistics (attendance, conference calls, video conferences, etc.) and draft the minutes following each meeting
- Implement the elected women's objectives and recommendations
- Follow up on funding applications and other necessary administrative tasks (reporting, activity reports, etc.)
- Target potential avenues of collaboration between various actors and partners and identify development opportunities likely to facilitate the achievement of the Council's mandates
- Develop and maintain a network of contacts with First Nations organizations and partners, as well as with government representatives
- Take part in meetings, committees and/or roundtables with various partners relating to the position holder's field of activity
- Draft and update information, promotion and communication-related documents in regard to special projects, and prepare mailings to recipients
- Draft or collaborate on the drafting and publication of press releases, notes, newsletters and other similar documents
- Carry out a strategic watch and formulate recommendations in the position holder's field of activity

Education and experience

- Bachelor's degree in a relevant field and at least three years of project management experience or a combination of education and relevant equivalent experience.

Prerequisites and hiring conditions

- Bilingual (English and French), spoken and written
- Knowledge of the context and administrative operations of the services and programs available to First Nations
- Knowledge of the programs and services available within the Quebec network, as well as in other provinces and territories is an asset
- Knowledge of and experience in First Nations settings
- Intermediate knowledge of Microsoft Office Suite, Internet, email and project management
- Keen interest in working with the First Nations
- Availability to travel
- Availability to work outside normal office hours and/or according to a variable schedule, as required
- Valid driver's licence

Desired skills and attitudes

- Adaptability
- Budget management
- Self-discipline
- Able to manage partnerships and networks
- Client focus
- Spoken/written communication skills
- Interpersonal skills (listening, empathy, influence, communication, teamwork, conflict management, etc.)
- Planning, organizing and managing priorities
- Political acumen
- Cultural sensitivity

Salary

According to the salary scale in effect at the AFNQL

Instructions for candidates

- *Please send your résumé and motivation letter to:*

akanape@apnql.com or Annie Kanapé, AFNQL, 250 Place Chef Michel Laveau, Suite 201, Wendake, Quebec G0A 4V0

- *Posting date:* February 14, 2019 / *End of posting:* February 28, 2019 at midnight
- *Position start date:* March 18, 2019
- *Website:* www.apnql.com
- *Job location:* 250 Place Chef-Michel-Laveau, Suite 201, Wendake, QC G0A 4V0



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