



Assemblée des Premières Nations Québec-Labrador

250, Place Chef Michel Laveau, bureau 201
Wendake (Québec) G0A 4V0
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www.apnql-afnql.com

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JOB OFFER

Regional Youth Coordinator Quebec-Labrador First Nations Youth Network

Permanent position: 35 hours a week

Immediate superior: Chief of Operations

Mission

Following a decision by the Chiefs, two representatives of First Nations youth, a young man and a young woman, now sit at the Table of Chiefs. Without exercising a right to vote, these two representatives are called upon to express themselves on all the issues dealt with by the Table of Chiefs. Youth representatives are elected by First Nations youth who attend an annual meeting of the Quebec-Labrador First Nations Youth Network.

The mission of the Quebec-Labrador First Nations Youth Network is to inform and support First Nations youth between the ages of 15 and 35 on opportunities (programs, services, projects, activities, events, employment, training, etc.) being offered to them. The main objective of the Network is to support the creation of youth committees in Aboriginal communities, to enable youth to develop a common voice and develop community wellness projects. It also aims to promote the civic participation of First Nations youth in their communities.

Job description

In keeping with the mission, orientations, values and general policies of the AFNQL, the Regional Youth Coordinator is called upon to:

- Specific activities
 - Support the participation of First Nations youth representatives at the Table of Chiefs
 - Keep up-to-date, for the youth representatives at the Table of Chiefs, a schedule of meetings and activities related to issues concerning First Nations youth
 - Support communities and/or nations that wish to structure their work with youth
 - Conduct follow-up on matters concerning the First Nations Youth Network
 - Promote collaboration and consultation with youth among First Nations
 - Follow-up on commitments to youth in the context of the First Nations Socioeconomic Forum
 - Oversee the development of the Quebec-Labrador First Nations Youth Internet Portal and ensure its maintenance
 - Follow up and liaise with partners, governmental bodies or other organizations

- Seek funding for and organize on an annual basis a youth summit and various projects, and follow-up on them
- Organize and implement youth projects related to the Youth Action Strategy
- Prepare grant applications and ensure follow-up on and completion of deliverables
- Participate in government consultations related to First Nations youth
- Perform related activities that respond to the requirements for ensuring completion of deliverables
- Perform all other related tasks required by the AFNQL

Training and experience

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

Prerequisites

- Ability to communicate in both official languages, French and English, at a very advanced level
- Writing ability
- Knowledge of and experience with First Nations environments
- Good knowledge of the network and structure of First Nations and of government networks
- Good knowledge of Microsoft Office suite, Internet and e-mail
- Availability to travel
- Availability to work outside regular working hours
- Hold a valid driver's license

Skills and attitudes sought

- Team spirit
- Budget management
- Self-direction
- Oral and written communication skills
- Planning, organization and priority management

Salary

According to the salary scale in force at the AFNQL

Instructions for applying

- *Please send your curriculum vitae and cover letter to:*
Annie Kanapé, AFNQL, 250, place Chef-Michel-Laveau, Suite 201, Wendake (Québec) G0A 4V0 / akanape@apnql.com
- *Beginning and end of posting:* March 4, 2019 to March 15, 2019
- *Start date:* as soon as possible
- *Website:* www.apnql.com
- *Place of work:* 250, place Chef-Michel-Laveau, Suite 201, Wendake (Québec) G0A 4V0