



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*

Temporary contract; with the possibility of becoming a permanent position, depending on renewal of funding in May

Immediate supervisor: Chief of Operations

**Position exclusively open to First Nations women*

Job description

In keeping with the **AFNQL's** mission, objectives, values and general policies, the Project Coordinator 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. She will also support the various administrative activities in the office.

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 her field of activity
- Draft and update information, promotion and communication-related documents in regard to special projects, and prepare mailings to various recipients
- Draft or collaborate on the drafting and publication of press releases, memos, newsletters and other similar documents
- Carry out a strategic watch and formulate recommendations in her field of activity
- Conduct administrative tasks, including:
 - Providing administrative support for general tasks within the organization, in particular as relates to human resources, finances, strategic planning and project implementation.

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 the Microsoft Office Suite, the internet, e-mail 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

Skills and attitudes

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| <ul style="list-style-type: none">• Adaptability• Budget management• Self-discipline• Able to manage partnerships and networks• Client focus• Spoken/written communication skills | <ul style="list-style-type: none">• Interpersonal skills (good listening, empathy, influence, communication, teamwork, conflict management, etc.)• Planning, organizing and managing priorities• Political acumen• Cultural sensitivity |
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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, QC G0A 4V0

- *Posting date*: September 6, 2019
- *End of posting*: September 27, 2019, at midnight
- *Position start date*: October 15, 2019
- *Website*: www.apnql.com
- *Job location*: 250 Place Chef-Michel-Laveau, Suite 201, Wendake, QC G0A 4V0