



**FEMMES AUTOCHTONES DU QUÉBEC INC.**  
**QUEBEC NATIVE WOMEN INC.**

**JOB OFFER**

**EXECUTIVE DIRECTOR**

*Quebec Native Women supports Aboriginal women in their efforts to better their living conditions through the promotion of non-violence, justice, equal rights and health. QNW also supports women in their commitment to their communities. QNW aims to defend the interests of Indigenous women, their families and their communities throughout Québec.*

<b>Job Title</b>	<b>EXECUTIVE DIRECTOR</b>
<b>Work location</b>	<b>Kahnawake</b>
<b>Job category</b>	<b>Permanent position</b>
<b>Salary</b>	<b>Starting at \$71,000</b>
<b>Hiring priority</b>	<b>First Nations members</b>

**Job Description**

In keeping with the mission and values of QNW, the Executive Director directs the activities and controls the financial management of QNW. She sees to the implementation and achievement of strategic planning results. She coordinates the search for funding and compliance with administrative agreements. She informs and assists the President and the Council of Elected Representatives in making decisions.

**Main responsibilities**

- Ensuring the planning and management of QNW's human, financial and material resources
- Coordinating the production and implementation of strategic planning
- Ensuring the development of QNW
- Ensuring that service agreements are completed
- Planning human resources needs, and see to the hiring and performance appraisal of employees in collaboration with the Assistant Director, in accordance with the collective agreement.
- Ensuring the search for sources of funding consistent with the mission and values of QNW
- Representing QNW with government bodies and public organizations in support of the President
- Updating and implementing the constitution and management of the associative life in collaboration with the Council of Elected Representatives
- Planning, organizing, assisting and monitoring the work of the Council of Elected Representatives

## Job Requirements

- Bachelor's degree in administration or other relevant training and/or experience.
- Five years of relevant job experience
- Knowledge of Indigenous women's realities
- Knowledge in financial management
- Bilingualism (an asset)

## Skills and Personal Qualities Sought

- Skills in managing human, material and financial resources
- Mobilizing and unifying leadership
- Partnership management skills
- Planning skills
- Professionalism
- Spirit of analysis and synthesis
- Loyalty to the organization and the established rules

**Start date:** May 17, 2021

**Important:** Given the current context of the pandemic, work can be carried out by teleworking until further notice.

### TO APPLY

**Deadline: April 5, 2021, before 4:30 p.m.**

**Interested persons should send their resume and a cover letter indicating their interest to the attention of:**

Quebec Native Women  
Business Complex, River Road  
P.O. Box 1989  
Kahnawake (QC) J0L 1B0  
Email: [cbussiere@faq-qnw.org](mailto:cbussiere@faq-qnw.org)

We thank all applicants for their interest, but only those selected for further consideration will be contacted.