



FEMMES AUTOCHTONES DU QUÉBEC INC. QUEBEC NATIVE WOMEN INC.

JOB OFFER

COORDINATOR FOR THE DEVELOPMENT OF MATERIAL ON NON-VIOLENCE

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.

Job Title	Coordinator for the development of material on non-violence
Work location	Kahnawake
Job category	Permanent, full-time (cat. 4)
Salary	Starting at \$40,035
Hiring priority	First Nations members

Job Description

Under the supervision of the Executive Director, the Coordinator for the development of material on non-violence will revise QNW's pedagogical tools and produce the mechanisms necessary to work on the various issues of violence and overall health of Indigenous women across Québec. She will facilitate workshops for Indigenous and non-Indigenous people in Montréal.

Main responsibilities

- Assist the President and/or Executive Director of QNW in all matters related to the promotion of non-violence and the development of educational materials
- Produce a working plan for the structuring of QNW's educational material
- Design and disseminate tools (paper, media, video, podcast, etc.) for workers in the promotion of non-violence and global health
- Set up an expert advisory committee and work closely with this committee to develop a toolkit of awareness, prevention, training, accompaniment and intervention tools to support non-violence workers working with Indigenous families across Québec
- Work in collaboration with the Coordinator for the Promotion of Non-Violence and the Network of Québec Indigenous Shelters;
- Participate in various non-violence committees
- Raise awareness among the Indigenous and non-Indigenous population about the realities of Indigenous people in Montréal
- Promote activities and projects on non-violence in order to mobilize First Nations members in communities and in urban area

- Develop and maintain relationships with representatives of various governmental and non-governmental organizations and collaborators
- Work in collaboration with other QNW coordinators on various Indigenous women's issues
- Carry out all other related tasks required by management

Job Requirements

- College or university degree in social work or relevant experience in the field of social work
- Knowledge and interest in working with First Nations
- Knowledge of key issues related to the promotion of non-violence and the overall health of Indigenous women across Québec
- Bilingualism (English and French), both written and spoken
- Knowledge of the reality of Indigenous communities (an asset)
- Excellent knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint) and Google (Gmail, Drive)

Skills and Personal Qualities Sought

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| <ul style="list-style-type: none"> ● Ability and interest in working independently and as part of a team ● Excellent sense of priorities, planning and organization ● Excellent writing skills ● Sense of responsibility ● Demonstrate autonomy and resourcefulness ● Ability and aptitude to facilitate workshops and/or trainings | <ul style="list-style-type: none"> ● Ability to work under pressure and good sense of initiative ● Interpersonal skills (open and ability to make contacts, personable) ● Good sense of humour and empathy ● Have a flexible schedule |
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Start date: April 2021

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

TO APPLY

Deadline: March 29, 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: dadjointe@faq-qnw.org

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