



## JOB OPPORTUNITY

### Job Title: Project Lead

*Temporary position for one year, full time with the possibility of renewal for another year — This job is open to both women and men*

Immediate Supervisor : Abitibi FNI Strategy Follow-up Committee

*The masculine form is used for conciseness purposes only*

### Organizational Profile

As one of the regional commissions of the Assembly of First Nations of Quebec and Labrador (AFNQL), the First Nations Human Resources Development Commission of Quebec (FNHRDCQ), on behalf of 27 First Nations, is responsible for administering the Indigenous Skills and Employment Training (ISET) Program and the Urban ISET Program, which supports First Nations, Métis and Inuit people living in urban areas across Quebec. Through its 31 Employment and Training Service Centres (ETSCs), located in 27 First Nations communities and 4 cities (Montreal, Quebec City, Val-d'Or and Sept-Îles), the FNHRDCQ helps clients enter the labour market by offering various employment and training measures.

### Context of Work

In 2017, the *Ministère du Travail, de l'Emploi et de la Solidarité sociale (MTESS)* launched the [Ministerial Strategy for the Professional Integration of First Nations and Inuit](#). The Abitibi Joint Regional Committee was created in the spring of 2019 as part of this Strategy, which aims for a better inclusion of First Nations and Inuit in the labour market. It is made up of Indigenous organizations in employability development and people responsible at the *Direction régionale de Services Québec de l'Abitibi-Témiscamingue*. The joint committee is getting ready to implement actions and, to support the members in carrying out the planned activities, the hiring of a Project Lead is necessary.

### Job Summary

In compliance with the statutes and regulations, the mission, orientations, values, and general policies of the FNHRDCQ and under the supervision of the follow-up committee, the project lead is responsible for the deployment and implementation of the actions prioritized by the joint committee of the Abitibi region. In this sense, the incumbent carries out the action plan while ensuring the development of the partnerships necessary for the implementation of the actions, sharing information with the members of the Abitibi Joint Committee, and mobilizing the committee members. The project lead works in close collaboration with Indigenous and government stakeholders involved in employability development. He regularly visits the partners who are members of the joint committee in order to have a good understanding of the realities of the territory.

### DUTIES AND RESPONSIBILITIES

1. Prepare, coordinate, support the facilitation and ensure the follow-up of all joint committee meetings.
2. Coordinate the implementation of the regional action plan of the Ministerial Strategy for the Professional Integration of First Nations and Inuit.
3. Act as a resource person between the various Indigenous partners and other authorities and publicize the joint committee and its actions.
4. Prepare and submit a work plan for each of the actions prioritized in the FNI Strategy regional action

plan with the means to be put forward, the partners involved and a realistic timeline for the work to be carried out during his mandate.
5. Ensure that the various stages of the work plan are carried out.
6. Involve the members of the joint committee in the implementation of actions and in the search for solutions if problems arise.
7. Support the accountability of the regional action plan of the Ministerial Strategy for the Professional Integration of First Nations and Inuit.
8. Performs other related tasks.

## REQUIREMENTS

- University degree or college diploma in administration, project management, social sciences or other relevant field; relevant work experience may substitute for years of schooling;
- 3 years of relevant and significant experience related to the position;
- Experience with the Indigenous clientele in terms of employment and/or training;
- Experience in project management (asset);
- Advanced proficiency in written and spoken English and a good knowledge of French (oral and reading);
- Connaissance d'une langue autochtone (atout);
- Demonstrate leadership, diplomacy, dynamism, and discretion;
- Good listening skills, empathy, ability to create links with different stakeholders, to work in a team and to create and maintain partnerships;
- Demonstrate versatility, flexibility, and adaptability;
- Ability to organize and facilitate effective work meetings;
- Mastery of the Windows Office suite and collaborative communication applications such as Teams or Zoom;
- Have a valid driver's license and a car.

## CONDITIONS OF EMPLOYMENT

<b>Remuneration:</b>	According to the current FNHRDCQ salary scale (entre 47 219 \$ et 51 889 \$)
<b>Work Location:</b>	<i>Mostly teleworking, depending on the current context</i>
<b>Hiring Priority:</b>	Where skills are equal, priority will be given to First Nations
<b>To Apply:</b>	Interested candidates may send their curriculum vitae together with a letter of motivation and a copy of the relevant diplomas to <a href="mailto:rh@cdrhpnq.qc.ca">rh@cdrhpnq.qc.ca</a>
<b>Posting Date:</b>	March 9, 2021
<b>Closing Date:</b>	March 28, 2021, midnight