



STRATEGIC PROJECTS COORDINATOR

Job category: regular full-time position

Joining the First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC) means working with a dynamic team in a stimulating work environment!

By working at the FNQLEDC, you can enjoy various benefits:

- A competitive salary;
- Friday afternoons off;
- A schedule alternating between telework and work at our Wendake office;
- A work environment that facilitates work-family balance;
- A monthly cell phone plan allowance;
- Very good social benefits;
- Two weeks of paid vacation from the first year and two more weeks during the holiday season;
- And more!

Salary: Gross annual starting salary is between \$69,574 and \$76,051.

Workplace: 265, Place Chef Michel Laveau, bureau 200, Wendake (Quebec)

Job description

The FNQLEDC is an organization whose mission is to advise, help and support First Nations communities and individuals in carrying out their economic development projects.

Under the immediate supervision of the person responsible for communications and strategic projects, the Strategic Projects Coordinator will mainly be responsible for setting up the follow-up structure for the Grand Economic Circle of Indigenous People and Quebec (GECIPQ) and coordinating its activities in order to develop, promote and ensure the sustainability of the movement that was launched during the GECIPQ.

Main duties

- Set up the follow-up structure in collaboration with the FNQLEDC team, plan its activities and define its objectives.
- Produce and keep up-to-date a work schedule and a work-in-progress follow-up table including timelines identifying the next steps as well as progress monitoring indicators.
- Establish a network of partners of the Indigenous peoples in Quebec, made up of First Nations organizations and individuals, which will be able to support non-Indigenous businesses (those that have made commitments) in carrying out their commitments.
- Document the impacts and evolution of the movement (e.g., commitments made and fulfilled, number of signatories, etc.) by producing status reports and briefing notes.
- Participate and contribute to the development of communication strategies and tools for the follow-up structure.

- Coordinate and facilitate follow-up meetings and work sessions, produce reports, and ensure and document the follow-up associated with actions identified during meetings.
- Maintain relationships with those that have made commitments as well as the signatories of the Indigenous Grand Circle of Commitment Declaration.
- Support the organizations responsible for organizing Regional Economic Circles in terms of logistics and communication and allow them to benefit from the network developed as part of the GECIPQ.
- Organize events and meetings of various kinds.
- Ensure accountability and reporting to financial partners and, if necessary, to Indigenous communities and the Chiefs' Assembly.
- Collaborate in the development of any other project coordinated by the communications and strategic projects team.

Prerequisites

- A university degree in communications, marketing, administration or project management and at least five (5) years of experience in a similar position (other combinations of experience and training will be considered)
- Knowledge and understanding of the First Nations environment
- Availability to travel and a valid driver's license
- All applicants must accept and consent to the reference check

Desired skills and attitudes

- Excellent command of French and English, both written and spoken
- Advanced skills in writing documents of all kinds
- Experience in event organization or project management
- Advanced knowledge of Microsoft Office 365
- Sense of organization and initiative

Interested persons must send their curriculum vitae and a cover letter indicating their interest in the position (mandatory) before January 27, 2023 to the attention of:

Mr. Mickel Robertson, Director General
 First Nations of Quebec and Labrador Economic Development Commission
 265, place Michel Laveau, bureau 200, Wendake (Quebec) G0A 4V0
 Fax: (418) 843-6672; Email: info@cdepnql.org

Only shortlisted candidates will be contacted.

In the event of equal or equivalent applications, the FNQLEDC prioritizes First Nations applications.