



# Job offer

## Project Manager

### Relations and Policy development for Parks Canada

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The Nation Micmac de Gespeg works to promote, protect and recognize rights, culture and traditions. Following a reconciliation and recognition of rights agreement signed with Parks Canada, our community is looking for a **project manager** to ensure the implementation of the policies stemming from this agreement within our operations and in our relations with Parks Canada.

#### **JOB DESCRIPTION:**

As a **Project Manager**, you will actively contribute to the development and implementation of policies to integrate the reconciliation agreement into all administrative and operational practices. You will act as the main point of contact between our organization and Parks Canada, ensuring smooth communication and rigorous follow-up on the commitments made under this agreement.

#### **RESPONSIBILITIES:**

- Develop and implement administrative policies in alignment with reconciliation objectives identified with Parks Canada
- Work with Indigenous representatives and Parks Canada to ensure that all policies respect the rights and cultural values of the community
- Develop and implement protocols for interactions and operations between our Nation and Parks Canada
- Oversee the compliance of the Nation's activities with the terms of the reconciliation agreement
- Coordinate meetings, consultations and formal communications among stakeholders
- Write progress reports, reports and compliance analyses for stakeholders
- Raise awareness among members of the organization of the policies and practices arising from the agreement, organizing training sessions as necessary
- Participate in follow-up meetings with Parks Canada and governance committees established under the agreement
- Establish and maintain strategic relationships with other relevant government partners and stakeholders

#### **CANDIDATE PROFILE:**

- **Education:** Degree in law, political science, public relations, project management or a related field

- **Experience:** Minimum of [3-7] years of experience in public policy development, project management, or relations with government agencies, ideally in an Indigenous context
- **Skills:**
  - Knowledge of public policy on Indigenous rights and reconciliation processes in Canada
  - Excellent project management, strategic planning and monitoring skills
  - Proficiency in computer tools (office software, project management, etc.)
  - Ability to write reports, policies and formal communications
  - Bilingualism (French and English), Mi'gmaq is an asset
  - Cultural sensitivity and respect for Indigenous values and practices
  - Ability to manage strategic relationships with diplomacy
  - Communication and collaboration skills
  - Adaptability and rigor in the management of sensitive files

**CONDITIONS :**

- Under the supervision of the Executive Director of Gespeg
- Full time employment
- Contract: Fixed term with possibility of extension
- Remuneration: according to experience and the salary scale in force
- Job Location: Administrative Office of the Nation Micmac de Gespeg in Gaspé

**Please send your application (CV) and a cover letter to the following address:**

Project Manager

NATION MICMAC DE GESPEG

Connie Jacques, Executive Director

By email: [direction@gespeg.ca](mailto:direction@gespeg.ca)

By mail: 34 Montée de Corte-Réal, Gaspé, QC, G4X 6V2

Or directly at the reception of the Nation's administrative office

Your application must be received by **Monday, January 6, 2025**

*With equal skills, this offer prioritizes members of the Micmac Nation of Gespeg.*

*Only the shortlisted candidates will be contacted.*