



Posting Date: April 25 to May 12, 2017
Deadline to Apply: May 12, 2017, 12pm

NOTICE OF COMPETITION

JOB TITLE:	Communications and Public Relations Advisor
PLACE OF WORK:	265, Place Michel Laveau, suite 200, Wendake (Quebec)
JOB CATEGORY:	Temporary employee (maternity leave replacement 9 months)
IMMEDIATE SUPERVISOR:	Director General
SALARY:	Based on the current FNQLEDC salary scale
HIRING PRIORITY:	First Nation members

JOB DESCRIPTION:

Working under the direct supervision of the Director General, the Communications and Public Relations Advisor shall collect, analyze, comment and disseminate information on programs and initiatives, or information on economic development that is of interest to First Nation economic development representatives and entrepreneurs. The candidate shall also draft all the FNQLEDC's documentation, organize activities and events, and disseminate any information necessary to give the FNQLEDC more visibility.

SPECIFIC FUNCTIONS:

- Draft different documents (quarterly and annual reports, articles, Web content, funding requests, etc.);
- Collect information and conduct interviews for the newsletter (Nikan). Supervise the graphic layout of the newsletter and disseminate it;
- Organize FNQLEDC activities and events (find speakers and sponsors, documentation, etc.);
- Promote and give visibility to FNQLEDC activities, projects and events;
- Update and upkeep the FNQLEDC Web site, and share the training and events calendar;
- Coordinate the technical team in charge of revamping the FNQLEDC's Web site and technological tools;
- Ensure the FNQLEDC's presence in social media;
- Manage and share information on economic development with the organization and its members;

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	<ul style="list-style-type: none">• Keep informed and up to date on new initiatives and government programs or any other programs in economic development or any other sector that could be of interest for member communities;• Identify the member's information and communication needs;• Attend different meetings or events to gather information that could be useful and to give the FNQLEDC more visibility;• Oversee the quality of French and English, as well as the general presentation of all documents produced by the FNQLEDC.
CONDITIONS:	<ul style="list-style-type: none">• Bachelor in Communication or a related field;• Two (2) years of experience as communications or liaison officer, or any other related experience;• Fluency in French and English;• Proficiency in the Microsoft Office suite;• Proficiency in Dreamweaver and Photoshop, an asset;• Good knowledge of social media;• Knowledge and experience in the First Nations;• Good understanding of First Nation economic development issues;• Good knowledge and understanding of First Nation structures;• Availability to travel, attend, and participate in meetings outside, when necessary (with and without notice);• Have a valid driver's licence;• All successful candidates must accept and consent to the verification of submitted references and their credit record, if required by the position.
REQUIRED QUALITIES:	<ul style="list-style-type: none">• Good analytical and summary skills;• Ability to manage several projects at once;• Creative and leadership skills;• Team spirit;• Organizational and planning skills;• Flexibility.
START DATE:	<ul style="list-style-type: none">• The preferred start date for the position is as soon as possible.

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Interested applicants should send their resume and a letter of interest for the position (mandatory) before May 12, 2017, 12pm addressed to:

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

Only selected candidates will be contacted.