



COMMISSION DE DÉVELOPPEMENT ÉCONOMIQUE DES  
PREMIÈRES NATIONS DU QUÉBEC ET DU LABRADOR

FIRST NATIONS OF QUEBEC AND LABRADOR ECONOMIC  
DEVELOPMENT COMMISSION

**Posting date: March 1, 2021**  
**Deadline to apply: March 19, 2021**

## JOB POSTING

<b>POSITION TITLE:</b>	Communications and Public Relations Officer
<b>WORK PLACE:</b>	265, place Chef Michel Laveau, bureau 200, Wendake (Quebec)
<b>JOB CATEGORY:</b>	Regular full-time position (one year contract)
<b>IMMEDIATE SUPERIOR:</b>	Director General
<b>SALARY:</b>	According to the salary scale in effect at the FNQLEDC

<b>JOB DESCRIPTION:</b>	Under the immediate supervision of the Director General and in collaboration with the Digital Communications Officer, the Communications and Public Relations Officer organizes various events and activities for the target clientele of the FNQLEDC. The Officer is also called upon to regularly draft documents of all kinds, whether administrative or promotional in nature.
-------------------------	--

<b>SPECIFIC FUNCTIONS:</b>	<ul style="list-style-type: none"><li>• Organize face-to-face or virtual events (training, conferences, workshops, networking activities, etc.).</li><li>• Write and implement communication plans and promotional strategies.</li><li>• Conduct interviews and write articles for the FNQLEDC blog, its Facebook page and the Nikan newsletter.</li><li>• Write documents of different kinds (news releases, annual reports, PowerPoint presentations, etc.).</li><li>• Support the team of advisors of the FNQLEDC in the development of training materials.</li><li>• Monitor the media and social networks.</li><li>• Promote the services and activities of the FNQLEDC online and during local activities or events.</li></ul>
----------------------------	--

<b>TERMS OF ACCESS:</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in communications or a related field.</li><li>• Two (2) years of experience in a similar position or other relevant experience.</li><li>• Excellent command of written and spoken French.</li><li>• Ability to speak and write in English.</li><li>• Proficiency in the tools of the Microsoft Office suite.</li><li>• Knowledge of the Microsoft Office 365 suite (considered an asset).</li><li>• Marketing knowledge (considered an asset).</li></ul>
-------------------------	--

- Knowledge and experience related to the First Nations ecosystem and political and organizational structures.
- Availability to travel, and attend and participate in outside meetings or events when required (with or without prior notice).
- A valid driver's license.
- All applicants must agree and consent to the submitted reference check.

---

**DESIRED QUALITIES:**

- Excellent writing skills.
- Resourcefulness and versatility.
- Excellent ability to organize and manage priorities.
- Ability to manage several projects simultaneously.
- Team spirit.
- Flexibility.

---

**START DATE:**

April 12, 2021

---

**By working at the FNQLEDC, you will be able to benefit from various advantages:**

- A competitive salary.
- Friday afternoons off.
- A working environment that facilitates work-life balance.
- Very good employee benefits.
- Two weeks paid vacation during the holiday season.
- And more!

Working at the FNQLEDC means having the opportunity to work with a dynamic team and in a stimulating work environment!

**Interested persons must send their curriculum vitae and a cover letter indicating their interest in the position (mandatory), before noon on March 19, 2021, 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: [lrheaume@cdepnql.org](mailto:lrheaume@cdepnql.org)

Only the candidates selected in preselection will be contacted.

***In the event of equal or equivalent candidacies, the FNQLEDC gives priority to members of the First Nations in Quebec.***