



COMMISSION DE DÉVELOPPEMENT ÉCONOMIQUE DES
PREMIÈRES NATIONS DU QUÉBEC ET DU LABRADOR
FIRST NATIONS OF QUEBEC AND LABRADOR ECONOMIC
DEVELOPMENT COMMISSION

Posting date: October 24, 2022
Deadline to apply: November 11, 2022

FINANCIAL LITERACY AND HOUSING AWARENESS OFFICER

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:

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

Salary: Gross annual starting salary is between \$49,111 and \$65,627

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.

In collaboration with the Economic Development Advisor specializing in housing and financial literacy and under the supervision of Team leader for economic development accompaniment and consulting services, the Awareness Officer is responsible for developing training and awareness workshops that are adapted to the First Nations context in terms of housing and financial literacy as well as travelling to the various communities and urban centres to offer these workshops. In collaboration with local resources, the Awareness Officer will also be responsible for offering personalized support to First Nations to improve their personal finances or help them realize a housing project.

This position is an integral part of the First Nations Centre of Expertise on Financial Literacy and Housing, whose mission is to establish the conditions that are conducive to a renewal of housing among First Nations by offering activities related to awareness, education and support.

Main duties

- Work on the development of awareness and training workshops related to financial literacy and housing that are adapted to the First Nations context.
- Engage the various local stakeholders around the Centre of Expertise project to promote and coordinate field visits.
- Participate in the development and promotion of the Centre of Expertise website.
- Coordinate with existing services, both local and regional, in order to align the service offer of the Centre of Expertise with what is already offered.

- Offer on-site and remote support to First Nations who are interested in improving their personal finances or making a housing project a reality.
- Ensure representation and liaison with the ecosystem related to housing that is already present in Quebec, in both non-Indigenous and Indigenous circles.
- Promote the various initiatives relating to personal finances and the housing issue among First Nations.
- Regularly evaluate the activities of the Centre of Expertise and make the necessary adjustments to the service offer.
- Keep abreast of available programs and resources on issues related to housing and financial literacy.

Prerequisites

- A college diploma or equivalent training in a field related to the position
- Experience in community facilitation and/or popular education
- Any combination of training and experience will be analyzed and may be accepted
- Knowledge and experience relating to First Nations circles is considered an asset
- Very good command of spoken and written English and French
- Knowledge of an Indigenous language is considered an asset
- Intermediate knowledge of Microsoft 365, Internet and email
- Availability to travel regularly and a valid driver's license
- All applicants must accept and consent to the reference check

Desired skills and attitudes

- Excellent communication and interpersonal skills
- Autonomy and proactivity
- Ability to foster engagement
- Ability to work as part of a team
- Adaptability
- Ability to analyze and synthesize
- Relational skills (openness and ease of establishing contacts)
- Problem-solving skills

Interested persons must send their curriculum vitae and a cover letter indicating their interest in the position (mandatory) before 12 pm on November 11, 2022 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

Only shortlisted candidates will be contacted.

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