



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

Posting date: October 31, 2022
Deadline to apply: November 18, 2022

ENTREPRENEURSHIP 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:

- ▲ 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 \$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 Advisors and under the supervision of the Team leader for economic development accompaniment and consulting services, the Entrepreneurship Officer is responsible for supporting the engagement of First Nations individuals and assisting them in the design and implementation of projects that will contribute positively to the economic development of communities and individuals.

In addition, the Officer provides first-level support to Community Economic Development Organizations and Officers (CEDOs) as well as Indigenous entrepreneurs in order to raise awareness and develop skills relating to entrepreneurship, through a range of tools, training, and advisory services.

Advisory and support services

- Support First Nations entrepreneurs in writing their business plans, studying the feasibility of their projects, and preparing financial forecasts of their income and costs.
- Assist First Nations entrepreneurs in the preparation of market studies.
- Support the clientele in the administrative procedures relating to the creation of a business (NEQ, taxes, etc.).
- Assemble the documents needed to submit a funding application.
- Facilitate various workshops on starting a business and writing a business plan.

- Answer various questions from the clientele or new potential clients concerning all the services offered by the FNQLEDC.
- Document their interventions among the clientele using the tools provided by the organization.
- Plan, organize, coordinate and/or support the implementation of activities and the deployment of programs among the clientele.
- Contribute to the development of awareness and training tools that are adapted to the needs of the clientele.
- Participate in the organization and facilitation of information and training sessions, both virtually and face-to-face.
- Stay informed about available economic development programs and resources for Indigenous entrepreneurs and organizations in order to be able to refer clients to the services that are best suited to their first-level needs.
- Act as a first-level resource person for the communities in terms of supporting economic development.
- Contribute to the development of the skills of the people working within the communities.
- Ensure follow-up on their files with the clientele and the other Officers.
- Ensure the drafting of reports to follow-up on activities.

Representation

- Keep abreast of the FNQLEDC's projects to focus their energies towards the achievement of objectives.
- Present the FNQLEDC's services and activities to various organizations, committees or working groups.
- Meet with the different clienteles and know how to present the activities of the FNQLEDC in terms of economic development advisory services.
- Participate in various committees or consultation tables as part of the Indigenous economic development ecosystem.

Other

- Actively participate in staff meetings: present a current report on their work and a list of upcoming projects.
- Keep up to date in areas that are likely to improve the efficiency and quality of their work.
- Execute any special mandates entrusted to them.
- Always ensure harmonious communications and relations with colleagues, members, entrepreneurs, communities and their staff.
- Make any relevant suggestions aimed at improving their work in terms of quality or efficacy.
- Perform any other task related to their duties at the request of their immediate superior.

Prerequisites

- A bachelor's degree or equivalent training in business administration or any other related field (a college-level diploma combined with experience may also be considered)
- Any combination of training and experience will be analyzed and may be accepted
- Good knowledge of the business world
- Knowledge and experience relating to First Nations circles is considered an asset

- Very good command of spoken and written English and French
- Good knowledge of Word, Excel and Microsoft 365
- Availability to travel regularly and a valid driver's license
- All applicants must accept and consent to the reference check

Desired skills and attitudes

- Ability to work as part of a team
- Good writing, popularization and analytical skills
- Interpersonal skills
- Client focus
- Adaptability
- Tact and diplomacy

Interested persons must send their curriculum vitae and a cover letter indicating their interest in the position (mandatory) before 12 pm on November 18, 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.