



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 ADVISOR – SOCIAL ECONOMY

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 \$69,574 and \$76,051

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.

Under the immediate supervision of the Team leader for economic development accompaniment and consulting services, the Entrepreneurship Advisor – Social Economy is responsible for fostering the engagement of interested First Nations individuals and parties and supporting them in the design and implementation of projects that will contribute positively to the economic development of communities and individuals.

In addition, the Advisor provides 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.

The Advisor is required to work with all the target clienteles of the FNQLEDC, with a **focus on the target group of social entrepreneurs**, which is defined as any Indigenous person or organization with a **collective or individual entrepreneurship project that has a social impact**.

Advisory and support services

The tasks listed below must be carried out for all clienteles supported by the FNQLEDC, a majority (at least 51%) of which must be social entrepreneurship projects.

- Support entrepreneurs in all phases of their development projects (data analysis, feasibility study, construction of business models, projection of costs and revenues or cash flows, etc.).
- Identify complex files requiring shared support with other Advisors or even requiring the immediate superior's intervention.
- Document their interventions among the clientele using the tools provided by the organization.
- Participate in internal meetings to share and discuss current files and projects.
- Plan, organize, coordinate and/or support the implementation of activities and the deployment of programs and events among the clientele.
- Develop effective awareness and training tools and see to their production and distribution while adapting the content or approach if necessary to the specific needs of the target clientele.
- Organize and facilitate information and training sessions, both virtually and face-to-face.
- Keep abreast of the programs and resources available to their clientele in order to ensure the continuous updating of the services offered in their area of expertise.
- Act as an expert resource person for the FNQLEDC.

Representation, information, engagement and networking

The tasks listed below will be dedicated to the First Nations social entrepreneurship sector.

- Participate in meetings, committees and/or consultation tables with various partners related to their field of activity (particularly the First Nations Social Economy Regional Table).
- Collect data to carry out studies and portraits of Indigenous entrepreneurs.
- Analyze the capacity-building issues and needs, both locally and regionally, of their target clientele and then propose an approach allowing to improve the situation in the context of First Nations social entrepreneurship.
- Engage, coordinate and inform interested parties regarding issues affecting their target clientele.
- Identify partnership opportunities with Indigenous and non-Indigenous organizations.
- Develop and maintain a network of contacts with First Nations organizations and partners as well as with various partners at the local, regional and provincial levels.

Prerequisites

- Bachelor's degree in administration, economics or other related field and a minimum of three (3) years of experience in starting-up social economy organizations and businesses, or a combination of equivalent and relevant education and experience may also be considered
- Bilingualism (French and English, both written and spoken)
- Strong interest in working with First Nations
- Knowledge of the principles of the social economy and shared values (primacy of the person over capital, individual and collective responsibility, democracy, etc.)
- Knowledge of the legal forms and statuses of social economy organizations and enterprises (NPOs) is considered an asset
- Knowledge and experience relating to First Nations circles is considered an asset
- Knowledge of the social economy circles in Quebec and of federal and provincial initiatives, programs and services of the community organizations is considered an asset

- Knowledge of the First Nations social economy organizations and enterprises and social programs offered to First Nations 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

- Autonomy and proactivity
- Ability to set priorities, sense of planning and organization
- Ability to manage a budget
- Ability to meet deadlines
- Ability to foster engagement
- Capacity for teamwork
- Adaptability
- Ability to analyze and synthesize
- Relational skills (openness and ease of establishing contacts)
- Problem-solving skills
- Customer service skills

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.