



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

Posting date: April 8, 2024
Deadline to apply: April 26, 2024

COMMUNICATIONS PROJECT OFFICER

Full-time temporary position (one-year contract)

Working at the First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC) means joining a dynamic team and a stimulating work environment!

By working at the FNQLEDC, you will enjoy various benefits:

- A competitive salary
- Friday afternoons off
- A schedule alternating between telework and working at our office in Wendake
- A cell phone plan monthly allowance
- Up to two weeks of paid vacation and two additional weeks during the holiday season
- A work environment that facilitates work-family balance

Salary conditions: \$59,579

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 – Communications and Strategic Projects, the Communications Project Officer must handle communications for the FNQLEDC's two strategic projects, namely the [Grand Economic Circle of Indigenous People and Quebec \(GECIPQ\)](#) movement and the [First Nations Identification \(ID1N\)](#).

Main duties

- Support the development and implementation of the communication plans and strategies.
- Produce various content for the different communication platforms of the GECIPQ movement and ID1N (websites, social media, newsletters, etc.).
- Draft and develop promotional materials (brochures, posters, exhibition materials, etc.) targeting the different clienteles of the two projects and coordinate their production.
- Collaborate in the drafting of administrative documents (PowerPoint presentations, reports, assessments, etc.).
- Participate in the planning and organization of online and in-person activities and events while handling the various associated communication tasks.
- Promote the GECIPQ movement and the ID1N during activities and events.

In carrying out all their tasks, the Project Officer will be called upon to work closely with the Strategic Project Coordinators who are assigned to the GECIPQ movement and the ID1N as well as with the other members of the communications and strategic projects division.

Prerequisites

- Bachelor's degree in the field of communications or a related field
- Excellent command of written and spoken French
- Command of written and spoken English
- Very good knowledge of Microsoft Office 365
- Knowledge and experience related to the First Nations ecosystem in Quebec (an asset)
- Availability to travel to and attend and participate in external meetings or events when required (with or without notice)
- A valid driver's license

Skills and qualities sought

- Excellent writing skills
- Attention to detail and a job well done
- Sense of organization and ability to manage time based on priorities
- Ability to work on several projects simultaneously
- Resourcefulness and versatility
- Very good team spirit

All applicants must accept and consent to a reference check.

Interested persons must send their curriculum vitae and a cover letter indicating their interest in the position (mandatory) before noon on April 26, 2024 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: rh@cdepnql.org

Only pre-selected candidates will be contacted.

In the event of equal or equivalent candidacies, the FNQLEDC prioritizes the First Nations in Quebec.