



COMMUNICATIONS PROJECT OFFICER

Temporary full-time or part-time position (one-year contract)

The First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC) is an organization whose mission is to advise, assist and support First Nations people and communities in carrying out their economic development projects.

Working conditions

- **Schedule:** 35 hours per week full-time or from 20 to 25 hours per week part-time
- **Salary conditions:** \$59,579 full-time over a 12-month period; to be determined for the part-time hourly rate based on experience
- **Workplace:** 265, place Chef Michel Laveau, bureau 200, Wendake (Quebec)

Benefits

- A work schedule over 4.5 days (*from Monday to noon on Friday*)
- Opportunity for teleworking and working at the office in Wendake
- Up to two weeks of annual vacation
- Paid holiday season vacation
- Monthly allowance for cell phone plan
- Work-family or work-study balance

Job description

Under the immediate supervision of the Team Leader – Communications & Strategic Projects, the Communications Project Officer must take care of communications for the FNQLEDC's strategic projects, in close collaboration with each project's respective coordinator, particularly for the [Grand Economic Circle of Indigenous Peoples and Quebec \(GECIPQ\)](#) movement and [Identification First Nations \(ID1N\)](#). The Project Officer could also be called upon to collaborate with other members of the Communications and Strategic Projects team.

Main tasks

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

Prerequisites

- Bachelor's degree or college diploma in communications, marketing or a related field.
- Excellent command of spoken and written French.
- Very good knowledge of Microsoft Office 365.

Assets

- Good command of spoken and written English (an asset).
- Graphic design and digital skills (e.g., Illustrator, Google Ads, etc.).
- Knowledge and experience related to the Quebec First Nations ecosystem.

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 agree 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 September 6, 2024, to the attention of:

Ms. Marie-Christine Tremblay
Team Leader – Communications & Strategic Projects
First Nations of Quebec and Labrador Economic Development Commission
265, place Michel Laveau, bureau 200, Wendake (Québec) G0A 4V0
Email: rh@cdepnql.org

Only pre-selected candidates will be contacted.

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