



## JOB OPPORTUNITY

### Job Title: Employment Development Officer

*Full-time Permanent position – This job is open to both women and men*

Immediate Supervisor: Montreal ETSC Coordinator

*The masculine form is used for conciseness purposes only*

### Organizational Profile

As one of the regional commissions of the Assembly of First Nations of Quebec and Labrador (AFNQL), the First Nations Human Resources Development Commission of Quebec (FNHRDCQ), on behalf of 27 First Nations, is responsible for administering the Indigenous Skills and Employment Training (ISET) Program and the Urban ISET Program, which supports First Nations, Métis and Inuit people living in urban areas across Quebec. Through its 31 Employment and Training Service Centres (ETSCs), located in 27 First Nations communities and 4 cities (Montreal, Quebec City, Val-d'Or and Sept-Îles), the FNHRDCQ helps clients enter the labour market by offering various employment and training measures.

### Job Summary

In compliance with the FNHRDCQ's Terms of reference, mission, orientations, values and general policies and under the supervision of the Montreal ETSC Coordinator, the incumbent is responsible for helping urban Aboriginal clients to gain sustainable employment within the territorial development of the region.

### DUTIES AND RESPONSIBILITIES

#### 1. Target the needs

- Compile relevant data and statistics on clients in order to obtain an accurate and detailed portrait of the clientele;
- Consult urban clients in order to collect additional information about their employment efforts;
- Keep informed about the labour market in order to find employment opportunities that respond to the needs of the clients.

#### 2. Develop partnerships

- Develop partnerships with employers and establish links with existing or potential partners in order to be able to recruit new employers as partners, promote the services and measures of the Urban Strategy and find employment opportunities for the clientele;
- Develop a network of contacts and maintain good relations with partners (ex.: ETSCs, *Services Québec*, *CLD*, etc.) that could help the clientele in terms of employability.

#### 3. Create or use employment-development tools

- Identify and prepare a list of local potential employers and partners in order to update the bank of employers;
- Develop working documents that detail the general, technical and specific skills required to obtain a job in general and/or to obtain a particular job.

#### 4. Communicate and promote

- Implement a communications strategy and develop promotional tools to inform clients, employers, organizations, general public and all relevant stakeholders about the services and programs in effect;

- Inform the appropriate stakeholders about the outcomes of the committees and/or projects;
- Collect, compile and update labour market information intended for the clients and inform them in an appropriate manner.

#### 5. Perform other related duties

- Perform other related duties as required and requested by the Coordinator.

### REQUIREMENTS

- Bachelor's degree in communications, social work or other relevant field or College diploma in a related field, combined with experience in the area of training and /or employment.
- Ability to communicate in both official languages, French and English, at a very advanced level
- Fluency in an Indigenous language (an asset)
- Communication and interpersonal skills
- Strong interest in working with First Nations
- Experience in multi-project management
- Knowledge of the context and administrative functioning of the programs and services offered to First Nations, associated to the organization's area of expertise and other areas
- Knowledge of the programs and services offered in the Quebec network, in other provinces and territories (an asset)
- Intermediate knowledge of the Microsoft Office Suite, internet, e-mail, and project management

### CONDITIONS OF EMPLOYMENT

<b>Remuneration:</b>	According to the current FNHRDCQ salary scale
<b>Work Location:</b>	ETSC of Montreal located at 1090, rue de l'Église Suite 202, Verdun, QC H4G 2N5
<b>Hiring Priority:</b>	Internal posting for FNHRDCQ employees and external posting. Priority will be given to First Nations
<b>To Apply:</b>	Interested candidates may send their curriculum vitae and cover letter to <a href="mailto:ilmontour@cdrhpnq.qc.ca">ilmontour@cdrhpnq.qc.ca</a>
<b>Posting Date:</b>	July 3, 2020
<b>Closing date:</b>	July 15, 2020 at midnight.