



FEMMES AUTOCHTONES DU QUÉBEC INC.

QUEBEC NATIVE WOMEN INC.

JOB OFFER

Position Title: Communication Officer
Work Place: Kahnawake
Employment Category: Permanent position, full time (cat. 4)
Salary: Starting at \$40,035
Hiring Priority: First Nations Members

Description:

Québec Native Women is hiring an external relations and communications officer whose mandate will be to help the President, Executive Director and Coordinators, answer requests for information and presentations about Indigenous people, their history, their culture and their current way of living. In addition to being responsible for the association's communications, she will also accomplish certain tasks related to the reception.

Specific Tasks for Communications:

- Respond to requests for information about Indigenous women;
- Be responsible for the President's agenda;
- Serve as liaison with QNW members;
- Serve as liaison with Indigenous, non-Indigenous and governmental organizations;
- Develop information tools;
- Serve as media liaison;
- Develop a communication plan;
- Write information documents about QNW's activities, newsletters, brochures, flyers and press releases;
- Monitor the QNW website;
- Manage QNW's social media;
- Create opportunities to highlight QNW's projects and files to members, medias and population;
- Make an inventory of existing resources and documents related to the organization's principal issues;
- Coordinate press conferences;
- Help organize the Annual General Assembly;

Requirements:

- Bilingualism mandatory (English, French)
- Excellent writing abilities in both languages
- Bachelor's Degree in Communications or in an area related to communications
- Two (2) years of experience as a Communications Agent or Liaison Agent or other pertinent experience
- Strong interest in working with First Nations
- Knowledge of the First Nations community and political issues
- Knowledge of provincial and federal political systems
- Familiarity with Microsoft Office: Word - Excel - Outlook - PowerPoint
- Familiarity with WordPress and Mailchimp
- Familiarity with computer graphics software (an asset)
- Understanding of Indigenous media strategies
- Understanding and use of social media as a communication strategy
- Excellent interpersonal skills
- Comfortable with public speaking.

Personal Attributes :

- Autonomy;
- Ability to establish priorities and meet deadlines;
- Ability to work in a team;
- Courteous;
- Creative;
- Curious
- Dynamic;
- Discreet and respectful of confidentiality;
- Judgment and discernment;
- Relational skills (openness, ability to establish contacts, interpersonal skills).
- Strong planning and organization.

Start Date: October 2020.

We thank all applicants for their interest and we will only contact those whose nominations we have selected.

(Position formerly held by Jay Launière-Mathias)

Interested applicants must submit their curriculum vitae and a cover letter highlighting their interest in the position before 4:30 p.m. on October 7, 2020 to the attention of:

Quebec Native Women Association
Business Complex River Road
P.O. Box 1989
Kahnawake (Qc) J0L 1B0

Fax : (450) 632-9280 - email: dadjointe@faq-qnw.org

September 17th, 2020 EP