FEMMES AUTOCHTONES DU QUÉBEC INC.
QUEBEC NATIVE WOMEN INC.

2nd Posting

JOB OFFER
MOBILIZATION COORDINATOR

Quebec Native Women supports Indigenous women in their efforts to better their living conditions through the promotion of nonviolence, justice, equal rights, and health. QNW aims to defend the interests of Indigenous women, their families, and their communities throughout Quebec.

Job Title	**Mobilization Coordinator**
Work Location	Kahnawake
Job Category	Full Time (fixed term) (Category 3)
Salary	$ 44 548 - $ 62 945
Work Hours	32 hours per week
Other Working Conditions	Competitive salary and benefits
Hiring Priority	First Nations members
Start Date	Immediately

Job Description

Under the supervision of the QNW management, the mobilization coordinator will work at increasing the presence of QNW at the Nation/community level to provide updates on post- Covid QNW initiatives and activities to support and strengthen member cohesion, participation and mobilization. The mobilization coordinator will identify and communicate with interested stakeholders to revitalize former and new partnerships.

Main Responsibilities

- Develop, organize and promote mobilisation activities to increase QNW's presence at the local, regional and national levels;
- Promote QNW initiatives and projects;
- Coordinate various activities to facilitate and increase QNW participation at meetings and events;
- Initiate new partnerships;
- Assist in the development of a communication plan and/or in the development of communication tools;
- Develop a strategy to inform QNW members about QNW services and activities;
- Collaborate with QNW staff, partners and presenters in preparing and delivering the event;
- Assist in the organization of events (conferences, workshops, special events), if needed;
- Prepare necessary reports/documents for reporting requirement and events;
- Organize and facilitate information sessions for QNW members and staff;
- Provide general support to all coordinators;
- Any other duties required by management.

Job Requirements

- College diploma or university degree in any of the following fields: women's studies, communication, social sciences, public relations and/or two years experience related to this posting;
- Experience public speaking and facilitation;
- Bilingual;
- Excellent knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint, SharePoint);
- Knowledge of Indigenous realities;
- Experience working in an Indigenous organization;
- Hold a valid driver's licence;
- Excellent prioritization, planning and organizational skills;
- Ability to work under pressure and meet tight deadlines.

Skills and Personal Qualities Sought

- Disciplined
- Loyal
- Flexible
- Strong work ethic
- Strong problem solving skills
- Honest
- Creative
- Reliable
- Team work

Start date: Immediately

TO APPLY

Deadline: Tuesday, October 18, 2022, before 4:30 p.m.

Interested persons should send their resume and a cover letter indicating their interest to the attention of:

Quebec Native Women
Business Complex River Road
P.O. Box 1989
Kahnawake (QC) J0L 1B0
Email: dadjointe@faq-qnw.org

We thank all applicants for their interest, but only those selected for an interview will be contacted.