



WEB AND SOCIAL MEDIA PROJECT OFFICER

Job category: regular full-time position

Joining the First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC) means working with a dynamic team in a stimulating work environment!

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

- ▲ A competitive salary;
- ▲ Friday afternoons off;
- ▲ A schedule alternating between telework and work at our Wendake office;
- ▲ A work environment that facilitates work-family balance;
- ▲ A monthly cell phone plan allowance;
- ▲ Very good social benefits;
- ▲ Two weeks of paid vacation from the first year and two more weeks during the holiday season;
- ▲ And more!

Salary: Between \$55,000 and \$60,000

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 & Strategic Projects, the Web and Social Media Project Officer will be responsible for the FNQLEDC's social networking and related content creation, its virtual community of practice and updating its website. The Project Officer will also be called upon to carry out the strategic monitoring of social networks and the Web.

Main duties

- Facilitate and manage the FNQLEDC's various social networks as well as its website and community of practice.
- Implement the social media strategy and develop it.
- Set up a multi-platform publication calendar (social networks, blog, newsletter, etc.).
- Create and develop content for the social networks and the Web.
- Supervise the design of visuals, videos and animations.
- Create and manage advertising campaigns on social networks and the Web.
- Evaluate the performance of the content published and the campaigns launched and produce reports for their superiors.
- Conduct a strategic monitoring of social networks and the Web.
- Ensure a daily watch to be able to respond quickly and efficiently to questions and virtual requests from the various clienteles of the FNQLEDC.

- Stay up to date on new platform features and the latest trends related to the position.

As they carry out all their tasks, the Project Officer will be called upon to work in close collaboration with the members of the FNQLEDC team, but also with graphic designers, audiovisual designers, translators, etc.

Prerequisites

- Attestation of college studies in management or facilitation of social networks or a degree in communications
- Excellent command of written and spoken French
- Command of written and spoken English
- Mastery of Microsoft Office 365 tools
- Knowledge of marketing (is considered an asset)
- Availability to travel to, attend and participate in meetings or outside events when required (with or without notice)
- A valid driver's license
- All applicants must accept and consent to the reference check

Desired skills

- Excellent knowledge and mastery of the main social media platforms (Facebook, Twitter, LinkedIn, YouTube, Instagram, TikTok, etc.)
- Excellent command of spoken and written French and English
- Very good Web writing and SEO skills
- Knowledge of the following tools and platforms: Word Press, Google Analytics, Cyberimpact or MailChimp
- Knowledge of Microsoft Office 365
- Knowledge of First Nations (is considered an asset)

Interested persons must send their curriculum vitae and a cover letter indicating their interest in the position (mandatory) before 12 pm on October 28, 2022 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: lrheume@cdepnql.org

Only shortlisted candidates will be contacted.

In the event of equal or equivalent applications, the FNQLEDC prioritizes First Nations applications.