



**FEMMES AUTOCHTONES DU QUÉBEC INC.**  
**QUEBEC NATIVE WOMEN INC.**

**3<sup>rd</sup> Posting**

**JOB OFFER**

**QUEBEC NETWORK OF INDIGENOUS WOMEN'S SHELTERS COORDINATOR**

Quebec Native Women (QNW) lobbies for and supports Indigenous women in efforts to improve their living conditions through the promotion of non-violence, justice, equal rights and health. QNW is seeking a motivated and committed person to join their team and support the mission and vision of the organization.

<b>Job Title</b>	<b>Quebec Network of Indigenous Women's Shelters Coordinator</b>
<b>Work location</b>	Kahnawake
<b>Job category</b>	Six (6) month replacement with possibility of extension, Category 3
<b>Salary</b>	\$ 45,439 - \$ 64,204
<b>Work schedule</b>	32 hours per week
<b>Other working conditions</b>	Competitive salary and benefits - <b>Hybrid work mode</b>
<b>Hiring priority</b>	First Nations Members
<b>Start date</b>	Immediate

**Job Description**

In keeping with QNW's mission and values and under the supervision of the Executive Director, the Indigenous Women's Shelters Coordinator is responsible for the following:

**Main Responsibilities**

- Coordinate internal and external projects and initiatives relating to the network of Indigenous women's shelters in Quebec.
- Promote the services and activities provided by the Indigenous women's shelters in Quebec for women who are fleeing violence.
- Provide support for the successful implementation of federal shelter guidelines and standards when necessary.
- Apply for funding proposals for new services and programs to improve Indigenous women's shelter services.
- Act as the liaison between funding agencies and Indigenous women's shelters.
- Develop and maintain relationships with representatives of various governmental and non-governmental organizations and collaborators in relation to Indigenous women's shelters.
- Partner in the area of active research with Indigenous women survivors of domestic and family violence
- Design and disseminate tools for Indigenous women's shelters workers.
- Coordinate the activities and organize meetings for the network of Indigenous women's shelters managers.
- Work in collaboration with other QNW coordinators on various issues impacting service delivery for Indigenous women's shelters.
- Participate in team meetings.
- Perform any other tasks required by management.

### Job Requirements

- College or university degree in the field of social work , women’s studies, public policy or other relevant work experience.
- Knowledge and interest in working with First Nations.
- Knowledge of key issues related to the promotion of non-violence and the Network of Indigenous Shelters.
- Excellent written and verbal communication.
- Strong organizational and time management skills.
- Bilingualism (French and English).
- Knowledge of indigenous language(s) would be an asset.
- Demonstrate autonomy and resourcefulness.
- Ability to plan, organize and facilitate workshops and/or training.
- Available to travel regularly to First Nations communities and have a valid driver's license.
- Excellent knowledge of Microsoft Office 365 (Word, Excel, Outlook, PowerPoint).
- Knowledge of the realities of Aboriginal women and realities of Aboriginal communities (an asset).

### Personal Qualities Sought

- Disciplined
- Loyal
- Flexible
- Strong work ethic
- Autonomy and sense of initiative
- Honest
- Creative
- Dependable
- Teamwork

**Start date :** Immediate

### TO APPLY

**Deadline : Wednesday, May 10<sup>th</sup>, 2023 before 4:30 p.m.**  
**Interested candidates should send their resume and a cover letter indicating their interest to the attention:**

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

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