



## Job Posting

# URBAN ETSCs COORDINATOR (EAST DISTRICT)

## Québec and Sept-Îles ETSCs

The Urban ETSCs Coordinator (east district) is mandated to support the development and implementation of the Urban and Non-affiliated Labour Market Strategy (UNLMS) for Indigenous people in Québec and Sept-Îles. As such, the incumbent ensures the proper management of the programs and services provided by the urban Employment and Training Service Centres (ETSCs) under their supervision. In collaboration with the Regional Office, the incumbent is responsible of the general administration of the ETSCs and ensures the sound management of the allocated human, financial and material resources. As a team manager, the coordinator must ensure the commitment, motivation and development of their staff, while ensuring their full adherence to the policies, procedures, and other regulations. At the request of the Urban Services Coordinator, the incumbent may also be asked to participate in working committees to promote the Commission's services to clients, employers, organizations and various levels of government.

- Do you want to work for an organization whose mission is the personal and professional development of First Nations, especially to help the urban Indigenous clientele of Québec and Sept-Îles gain sustainable employment?
- Do you have undeniable financial and resource management skills, and can you achieve the centres' operational objectives?
- Do you have good leadership, diplomatic and team-management skills to guarantee excellent client service?
- Relationship-building with potential collaborators and promoters is easy for you, and you enjoy attending networking activities?
- Do you have exceptional adaptability and organizational skills?
- Do you have excellent oral and written communication skills in both French and English?
- Do you have two years' experience in staff management or in coordination, and a diploma of college studies or a university degree in administration or another relevant field?

If so, come and discover our engaging organizational culture! Do not miss this opportunity and send your résumé by **January 10, 2024**, to: [rh@cdrhpnq.qc.ca](mailto:rh@cdrhpnq.qc.ca).

<b>Salary conditions:</b>	According to salary scale, 35-hour week
<b>Mandate duration:</b>	Permanent
<b>Workplace:</b>	Québec and Sept-Îles ETSCs

*With equal qualifications, priority will be given to First Nations.  
For more information, please contact the Human Resources Department at [rh@cdrhpnq.qc.ca](mailto:rh@cdrhpnq.qc.ca).*

The First Nations Human Resources Development Commission of Quebec (FNHRDCQ) plays a major role in the professional and personal success of the Indigenous workforce in Quebec. We are the experts in First Nations employability, and we have a vast network of 31 Employment and Training Service Centres (ETSCs) throughout Quebec to accomplish our mission.