

## JOB POSTING

# WORKFORCE DEVELOPMENT LIAISON OFFICER (WDLO)

## Wolastoqiyik Wahsipekuk

The First Nations Human Resources Development Commission of Quebec (FNHRDCQ) plays a leading role in the professional and personal success of the Indigenous workforce in Quebec. We are the experts in First Nations employability, and we accomplish our mission through a vast network of 31 Employment and Training Service Centres (ETSCs) across Quebec. We are looking for a candidate to complete the team of WDLOs located in several communities and regions of Quebec. **The selected candidate will be trained and mentored throughout their mandate.**

### Purpose of the position

The WDLO will have the mandate to support the community of Wolastoqiyik Wahsipekuk in the development of lasting partnerships with various stakeholders within the territory. The goal of this position is the development of the First Nations workforce in collaboration with labour market stakeholders in finding solutions to the specific challenges of the community. A functional collaboration must be developed with the regional office of Services Québec.

### Role of the Liaison Officer

#### Cooperation

- Maintain sustainable relationships with the assigned community and understand their needs and realities regarding employability.
- Encourage constructive partnerships in terms of employability and training.

#### Development

- Develop a work plan that reflects the directions of the Ministerial Strategy for Labour Market Integration of First Nations and Inuit People (MSLMIFNIP), as well as the needs of the assigned community.
- Develop a network of contacts (employers, training institutions and potential government representatives).
- Assist in organizing employability activities with local partners, as needed.

#### Communication and information

- Establish a communication plan allowing for promotion of the First Nations labour force as well as awareness of First Nations culture and realities among the various labour market stakeholders (businesses, training institutions, etc.).
- Participate in various workforce development activities such as workforce and labour market surveys, as well as the workforce planning of the assigned community.

### Requirements

- Good knowledge of the assigned community.
- Oral and written communication skills.
- Ability to maintain harmonious relations with various stakeholders.
- Good knowledge of the labour market.
- Post secondary diploma or relevant work experience.
- Proficiency in spoken and written French and/or English.
- Knowledge of current software, including Microsoft 365 and Internet.
- Must be available to travel and hold a valid driver's licence.
- Knowledge of a First Nation language is an asset.

**Salary conditions:** Based on FNHRDCQ's salary scale, 35-hour week

**Duration of mandate:** 1 year (with the possibility of renewal)

**Workplace:** In the community with the possibility of a hybrid formula (remote and in-person)

Don't miss this opportunity and send your resume by **March 12, 2024**, to : [rh@cdrhpnq.qc.ca](mailto:rh@cdrhpnq.qc.ca).