



FIRST NATIONS OF QUEBEC
AND LABRADOR ECONOMIC
DEVELOPMENT COMMISSION

Posting date: August 24, 2026
Application deadline: September 11, 2026

ID1N MEMBER SUPPORT OFFICER

Job Category: Regular Full-Time Position

By joining the First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC), you will contribute directly to the economic development of First Nations while working as part of a team where commitment, collaboration and respect are at the heart of our actions!

You will also benefit from many advantages, including:

- ▲ A competitive salary
- ▲ Friday afternoons off
- ▲ The possibility of a hybrid schedule (telework and work at the office in Wendake)
- ▲ A work environment that facilitates work-life balance
- ▲ A monthly cell phone plan allowance
- ▲ Excellent benefits
- ▲ Two weeks of paid vacation starting in the first year, plus two weeks during the holiday season
- ▲ And much more!

Salary: The gross annual salary upon hiring is between **\$55,645 and \$59,486**, depending on the candidate's experience and training.

Workplace: 265, Place Chef Michel Laveau, bureau 200, Wendake (Quebec)

JOB DESCRIPTION

The [First Nations Identification](#) (ID1N) clearly and verifiably authenticates First Nations businesses and entrepreneurs. The use of the Bear logo by its members facilitates the identification of authentic products and services, while the business directory available on the ID1N website allows business profiles to be viewed. Under the supervision of the Director of Development and Community Relations, the ID1N Member Support Officer provides front-line support to ID1N members. They ensure the quality and updating of business profiles, adherence to brand usage guidelines, and the promotion of services offered by ID1N and the FNQLEDC. The officer also contributes to recruiting new members, continuously improving the directory and the member experience, and raising brand awareness among businesses and partners.

MAIN FUNCTIONS

- Follow up with ID1N members by phone or email to update and enhance their profiles, while ensuring the quality and accuracy of the information published in the business directory.
- Assist members in accessing their ID1N profile and inform them of the tools, documents, and resources available there.
- Inform members of all the services and opportunities available to them through ID1N and the FNQLEDC.
- Ensure compliance with the rules for using the ID1N logo and support members in their implementation.
- Process and analyze ID1N membership applications, while supporting the ID1N Administrative Agent and in accordance with established eligibility criteria.

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- Participate in the brainstorming, development, and implementation of new member recruitment strategies.
 - Promote the ID1N Indigenous business directory and ensure its continuous improvement, while taking into account the needs expressed by members.
 - Represent ID1N at local events and activities.
 - Develop and maintain collaborative relationships with providers that contribute to ID1N's growth.

ELIGIBILITY REQUIREMENTS

- Due to the nature of ID1N's mission, the successful candidate must be a member of a First Nation.
- Excellent command of French and English is required.
- College diploma in a relevant field.
- Significant experience in a position focused on client support and assistance.
- Excellent understanding of the issues and realities facing First Nations.
- Knowledge of different business structures (an asset).
- Proficiency in Microsoft 365 tools.
- Valid driver's license and willingness to travel.

DESIRED SKILLS AND ATTITUDES

- Excellent judgment and attention to detail.
- Excellent oral and written communication skills.
- Ability to easily establish and maintain strong relationships with clients and members.
- Attentive, kind, and respectful approach when interacting with members.
- Ability to adapt to ambiguous situations.
- Collaborative spirit.

Interested in this position? If so, then please send your resume, along with a mandatory cover letter expressing your interest in the position, no later than September 11, 2026, to the attention of:

Mr. Steve Laveau, Director of Development and Community Relations
First Nations of Quebec and Labrador Economic Development Commission
265, Place Chef Michel Laveau, bureau 200, Wendake (Quebec) G0A 4V0
Email: rh@cdepnql.org

Only candidates who are selected for an interview will be contacted.

