



Commission de développement
des ressources humaines des
Premières Nations du Québec

First Nations Human
Resources Development
Commission of Quebec

JOB POSTING

WORKFORCE DEVELOPMENT LIAISON OFFICER (WDLO) - FOLLOW-UP COMPONENT

Kanesatake

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 32 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 Kanestake in the development of lasting partnerships with various stakeholders within the territory. The role focuses on fostering partnerships and creating opportunities for collaboration to support skills development, training, labour market integration and employment retention for First Nations workers.

In addition to their liaison and development role, the WDLO provides, when required and in collaboration with the ETSCs, support and follow-up to participants enrolled in certain training or employability measures. This intervention is intended to foster participation, perseverance, progress and successful completion of their pathway. The incumbent acts as a liaison between participants, ETSCs, training institutions, employers, community resources, Services Québec and other relevant partners, while respecting each party's roles and responsibilities.

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.

Support and follow-up

- Encourage participants to meet their commitments regarding attendance, participation and progress throughout their training or employability pathway;
- Help participants identify barriers that could jeopardize their pathway and support them in identifying and implementing solutions;

Data Entry and reporting

- Keep information required for participant follow-up up to date and ensure the confidentiality of information collected;
- Compile data related to activities carried out, participants supported, partnerships developed and results achieved;

Requirements

- Good knowledge of the assigned First Nations communities.
- Oral and written communication skills.
- Relevant experience related to employment, training, employability, labour force development or client support;
- 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 English. (French is an asset)
- Knowledge of current software, including Microsoft 365 and Internet.
- Must be available to travel.
- Knowledge of a First Nation language is an asset.

Salary conditions:	Based on FNHRDCQ’s salary scale, 35-hour week
Duration of mandate:	Contract, duration to be determined
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 **October 4, 2026**, to: recrutement@cdrhpng.qc.ca.