Commission de développement
des ressources humaines des
Premières Nations du Québec

First Nations Human
Resources Development
Commission of Quebec

Job opening

SUPPORT AND PARTNERSHIP DEPARTMENT COORDINATOR

JOB TITLE	Support and Partnership Department Coordinator
DEPARTMENT	Support and Partnership
MANAGER	Executive Direction
WORK LOCATION	C.P. 2010, Kahnawake, Québec, J0L 1B0
SALARY	Salary according to the current pay scale
EMPLOYMENT TERM	Permanent
WORK SCHEDULE	Full-time, hybrid

** When qualifications are equal, preference will be given to First Nations applicants.**

PURPOSE

The FNHRDCQ is seeking a Coordinator for the Support and Partnerships department, who will be responsible for supporting the development and implementation of the overall Indigenous employability strategy developed by the FNHRDCQ.

JOB DESCRIPTION

Under the supervision of management, the incumbent plans, develops, and oversees the FNHRDCQ's Support and Partnership Services. They are responsible for developing programs, providing support to communities and ETSC, managing partnerships, budgets, and human resources, while contributing to the achievement of the organization's strategic objectives.



TASKS AND RESPONSIBILITIES

- **DEVELOP, IMPLEMENT, AND MANAGE SUPPORT AND PARTNERSHIP SERVICES**
- Ensure the effective operation of the four pillars of the FNHRDCQ's Support and Partnership Services by maintaining service delivery that includes a comprehensive overview of all files, clear objectives, and a detailed action plan.
- In collaboration with program leads, develop all policies, procedures, and guidelines for the Support and Partnership Services department; organize information in a structured manner and update it regularly.
- Participate in negotiations with various organizations such as Service Canada, Indigenous Services Canada, and others to secure appropriate services and programs for First Nations.
- Support the Support and Partnership Services team in carrying out special projects that meet client needs, while remaining informed of opportunities offered by various organizations and government bodies related to employment and/or training initiatives.
- Maintain and update the sub-measures table; communicate information to community-based Employment and Training Service Centres (ETSCs), provide guidance on its application, interpretation, and implementation, and properly communicate any updates or modifications when applicable.
- **ADMINISTER THE RESOURCES OF THE SUPPORT AND PARTNERSHIP SERVICES DEPARTMENT**
- Plan and manage the annual operating budget for Support and Partnership Services by identifying material and financial resource requirements and establishing realistic objectives and timelines.
- Ensure the quality of work performed by department employees and monitor compliance with established standards, procedures, policies, guidelines, and other applicable regulations.

KEY SKILLS

- Demonstrate impeccable ethical standards.
- Exercise discretion when handling confidential information.
- Manage significant material, financial, and human resources.
- Resolve challenging and conflictual situations effectively.
- Maintain positive and collaborative relationships with a wide range of stakeholders.
- Possess a strong understanding of the realities and needs of Indigenous communities.
- Demonstrate a well-developed sense of responsibility and strong organizational skills.
- Have excellent time-management skills and the ability to work effectively under pressure.

REQUIREMENTS

- Proficiency in both French and English, spoken and written.
- University degree in Administration or an equivalent combination of education and experience.
- Asset: Training and/or experience in project management.
- Proficiency with commonly used software applications, including the Microsoft Office Suite (Word, PowerPoint, Excel, Outlook), Internet, and other relevant tools.

TO APPLY OR FOR MORE INFORMATION, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT: RECRUTEMENT@CDRHPNQ.QC.CA

Application deadline: **November 24th 2026**