



JOB OFFER

Position: Waste management Project Officer

Work place: First Nations of Quebec and Labrador
Sustainable Development Institute
250, Place Chef-Michel-Laveau, suite 201
Wendake (Quebec) G0A 4V0

Contract length: 46 weeks (until March 31, 2019)
with possibility of extension

Salary: According to current salary scale

Job description:

Under the authority of the director of the First Nations of Quebec and Labrador Sustainable Development Institute (FNQLSDI), in accordance with the general policies and directions adopted by the FNQLSDI and the principles of the First Nations of Quebec and Labrador Sustainable Development Strategy, the Waste management Project Officer will be responsible for preparing and giving trainings to First Nations waste management infrastructure managers and operators. In collaboration with the waste management team, the candidate will also work on supporting First Nations in the coordination and implementation of actions linked to residual materials. The project officer will be required to perform the following tasks in particular:

- Developing waste management training material to educate, inform and develop capacities of the different actors involved in waste management (composting, recycling, hazardous domestic waste, ecocentres) in First Nations communities;
- Acting as a circuit rider for the First Nations waste management main actors (managers, operators, etc.) by touring First Nations communities;
- Identifying opportunities and supporting First Nations communities wishing to implement actions related to waste;
- Drafting reports, tools, summaries and other documents together with funding applications to carry out various waste management initiatives;
- Undertaking various ad hoc or special projects.

Requirements:

- The candidate must possess a university degree or an equivalent combination of training and experience in one of the following fields: environmental science, geography, sociology, political sciences, community development or other area related to sustainable development;
- Experience in training, in communication, in engagement and awareness or in research related to residual materials or environmental issues is an asset.

Skills and knowledge:

- The candidate must be able to communicate his knowledge to others and to adapt to his public (group of people, one on one, operators, managers, etc.);
- The candidate must be knowledgeable regarding the current issues, priorities and perspectives of First Nations associated with residual materials;
- Applicants who have experience working with an Aboriginal or First Nations organization or experience working in an Aboriginal environment will be highly regarded;
- The candidate must be able to demonstrate excellent proficiency in English and French, both spoken and written, and knowledge of an Aboriginal language is an asset;
- The candidate must be knowledgeable of the usual computer tools (Word, Excel, PowerPoint, Outlook, etc.);
- The candidate must be available to travel from time to time. He or she must be able to work in a wide variety of contexts.

Personal qualities:

- Oral and written communication skills
- Drive
- Adaptability and autonomy
- Ability to analyze and synthesize
- Sense of organization and responsibility
- Relational and interpersonal skills
- Listening skills, respect for others and a willingness to work collaboratively

Deadline for application: April 29th, 2018

Please send us your application (cover letter and curriculum vitae) care of Michael Ross to the following coordinates:

Email: info@iddpnql.ca

All things being equal, the FNQLSDI gives priority to Aboriginal candidates.
Only pre-selected candidates will be contacted.