



**FNQLSDI**  
FIRST NATIONS OF QUEBEC AND LABRADOR  
SUSTAINABLE DEVELOPMENT INSTITUTE

## **JOB OFFER**

**Position:** Project Officer – Culture and Languages

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

**Contract length:** 12 weeks (January 7 to March 31, 2019), with extension from April 1, 2019, to March 31, 2020

**Salary:** According to current salary scale

### **Job description:**

In compliance with the general orientations and policies of the FNQLSDI and principles of the First Nations of Quebec and Labrador Development Strategy, the project officer will coordinate the achievement of multilingual books in indigenous languages on sustainable development and of the associated multimedia contents.

The project officer will perform the following tasks:

- Meet, support and follow-up with experts in indigenous culture involved in the project;
- Support a young indigenous visual artist in the making of a report on green energy in a comic book format;
- Ensure the coordination for illustrations, sound editing and graphic design activities with collaborators involved in the project;
- Coordinate the translators and narrators in indigenous languages' work;
- Make sure of the deliverables quality within the applicable time period;
- Coordinate printing and distribution of the books and multimedia contents to First Nations communities and to the general public;

- If needed, to act as a FNQLSDI representative during promotional activities of the multilingual books in indigenous languages and their associated multimedia contents.

**Requirements:**

- The candidate must have a college degree or equivalent in one of the following areas: social sciences, environmental sciences or another field related to sustainable development. A combination of relevant experiences will also be considered.

**Skills and knowledge:**

- The candidate must have a good understanding or be highly sensitive to the issues, priorities, perspectives and current aspirations of First Nations.
- The candidate with experience realizing and/or editing books and multimedia contents will be strongly considered. Creativity and artistic abilities are an asset.
- The candidate must be able to demonstrate good command of French and English, both oral and written. Knowledge of an Aboriginal language is an asset.
- The candidate must have a sufficient knowledge of the usual software (Word, excel, PowerPoint, Outlook, etc.).

**Personal qualities:**

- Oral and written communication skills
- Adaptability and autonomy
- Relational and interpersonal skills
- Sense of organization and responsibility

**Deadline for applications:** December 14, 2018

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

Email: [info@iddpnql.ca](mailto:info@iddpnql.ca)

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