

## JOB POSTING

**Position:** Community Planning Project Officer

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

**Contract duration:** 56 weeks (March 4, 2019 to March 31, 2020), with possibility of extension

**Salary:** According to current salary scale

### Job description:

Keeping with the orientations and general policies of the FNQLSDI, and in accordance with *the First Nations of Quebec and Labrador Sustainable Development Strategy*, the Project Officer will join the FNQLSDI Planning team, which provides support to First Nations communities with community and strategic planning processes. The Project Officer's main mandate will be to support seven First Nations involved in Comprehensive Community Planning (CCP). This will include collaborating in organizing training sessions and in animating a community of practice. The Project Officer will be responsible for the following tasks:

- Share his/her knowledge by creating training material and tailored support tools;
- Participate in the organization and facilitation of meetings, workshops, working group gatherings, etc., both in person and online;
- Develop and adapt planning tools (questionnaires, analysis frameworks, action plans, etc.), according to our partners' strengths;
- Support data collection and analysis by our partners, complete literature reviews and strategic analyses, etc.;
- Imagine communication and informational tools (presentations, reports, clips, etc.) and contribute to animating a community of practice;
- Use creativity and knowledge during brainstorming sessions held by the planning team;
- Carry out other related tasks.

### Skills and knowledge:

- Hold a completed college or university degree in a relevant field, such as: Indigenous governance, social development, geography, land use planning, sociology, etc. (*combinations of studies and pertinent work experience are encouraged*).
- Have experience working or collaborating with First Nations communities on inspiring projects.
- Demonstrate knowledge of major First Nations issues in terms of community development.
- Show ability to work in French and English (written and oral proficiency). Knowledge of an Indigenous language is an asset.
- Have ability to use standard computer tools (Microsoft Office) and social media. Knowledge of mapping software is an asset.
- Hold a valid driver's license. The Project Officer must be available to travel occasionally.

**Personal qualities:**

- Passion for community development
- Ability to work in an intercultural context
- Curiosity, openness and engagement
- Great listening skills and welcoming attitude
- Autonomy and flexibility

**Application deadline:** February 24, 2019

**Please send your application (cover letter and curriculum) to Michael Ross.**

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

When choosing between equally qualified candidates, the FNQLSDI will give priority to Indigenous candidates.

Only the candidates chosen for preselection will be contacted.