



FNQLSDI
FIRST NATIONS OF QUEBEC AND LABRADOR
SUSTAINABLE DEVELOPMENT INSTITUTE

JOB OFFER

- Position:** Waste Management Project Officer - Awareness sector
- Work place:** First Nations of Quebec and Labrador
Sustainable Development Institute
250, Place Chef-Michel-Laveau, suite 201
Wendake (Quebec) G0A 4V0
- Contract length:** 48 weeks (until March 27, 2020), with possibility of extension
- Salary:** According to current salary scale

Job description:

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 to plan and elaborate awareness activities on different waste management topics and to carry out an awareness tour for schools and other publics in First Nation communities. The candidate will be informing and 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:

- Develop and animate fun and educational awareness activities for primary schools of First Nations communities.
- Develop an awareness toolkit to share to primary school teachers and coordinate its implementation and distribution in schools.
- Organize and realize a tour of First Nations communities in order to hold awareness and educational activities for different publics (schools, elders, managers, band councils, events, etc.);
- Prepare and moderate meetings, events and awareness presentations for training or informational activities about good waste management practices;
- Develop and update informational material (information kits, posters, publications, etc.) to raise awareness of the different actors involved in residual materials management (composting, recycling, hazardous domestic waste, ecocentres) in First Nations communities;
- Acting as a resource person with First Nations and being responsive to their needs;
- Drafting reports, summaries and funding applications to carry out various environmental initiatives at the local level;
- Undertaking various ad hoc or special projects.

Skills and knowledge:

- Possess a university degree or an equivalent combination of training and experience in one of the following fields: environmental science, communication, psycho education, recreation, sociology, community development or other areas related to sustainable development;
- Have experience in animation, as an instruction, in communication, environmental education or in waste management. An experience in graphics is an asset;
- Have communication skills and ease to popularize the information and adapt to different publics (kids, elders, managers, big groups, etc.)
- Be available to travel regularly (tour during fall/winter) and from time to time after. He or she must be able to work in a wide variety of contexts.
- Be able to demonstrate excellent proficiency in English and French, both spoken and written, and knowledge of an Aboriginal language is an asset;
- Be knowledgeable regarding the current issues, priorities and perspectives of First Nations associated with residual materials;
- Be knowledgeable of the usual computer tools (Word, Excel, PowerPoint, Outlook, etc.);

- Applicants who have experience working with an Aboriginal or First Nations organization or experience working in an Aboriginal environment will be highly regarded.

Personal qualities:

- Autonomy and rigorousness;
- Good interpersonal skills and a good sense of responsibility;
- Oral and written communication skills;
- Dynamism and creativity;
- Adaptability and flexibility;
- Sense of organization;
- Diplomacy, respect for others and a willingness to work collaboratively.

Deadline for applications: April 15, 2019

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.