

JOB OFFER

Position: Waste Management Project Officer – Technical support and advisory

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 good 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 lead projects related to waste management improvement with First Nations communities and offer technical support and accompaniments for waste management services implementation, such as composting programs, recycling programs and ecocentres. In collaboration with the waste management team, the candidate will 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:

- Managing and developing different projects ensuring continuous tracking of deadlines and deliverables;
- Coordinating and carrying out different steps of planning, implementation and follow-up of new waste management initiatives with First Nation communities;
- Advising waste management stakeholders in First Nations throughout their projects and initiatives to put in place.
- Organizing follow-up meetings, information and communication events in order to ensure projects' success.
- Ensuring follow-up of projects after their implementation by offering the necessary expertise and coordinating the organization of services offered.
- Educate, inform and develop capacities of the different actors involved by transmitting knowledge and expertise throughout the projects with 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.

Skills and knowledge:

- Possess a university degree or an equivalent combination of training and experience in one of the following fields: environmental science, engineering, project management, community development or other areas related to sustainable development;
- Have a minimum of one to three years of experience in waste management, environmental projects or as a project officer;
- Have experience or knowledge in project management (an asset);
- Be available to travel from time to time in First Nation communities. 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:

- Have a leadership, be proactive and autonomous;
- Sense of organization and responsibility
- Dynamism, relational and interpersonal skills
- Ability to analyze and synthesize
- Adaptability and flexibility;
- Relationship skills, diplomacy;
- Listening skills, respect for others and a willingness to work collaboratively.

Deadline for application: 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.