



JOB OFFER

Early Childhood Program and Policy Advisor

Regular position

35 hours per week (50% at the office and 50% teleworking)

Working with us means:

Joining a dynamic, passionate and committed team.

Choosing a stimulating work environment focused on mutual support, respect and collaboration.

Accessing a career full of learning and professional development opportunities.

The Early Childhood Program and Policy Advisor must:

- Act as a liaison officer with the Ministère de la Famille or other provincial or federal entities as well as First Nations and Inuit organizations and partners to ensure compliance with the delegation of authority agreement and funding agreements.
- Play an advisory role in the analysis, interpretation, implementation and evaluation of agreements, policies, interpretation guides, etc. related to early childhood and educational childcare services targeting First Nations in Quebec.
- Identify situations that pose obstacles to the wellness of First Nations in the implementation of government laws and policies and make recommendations to resolve them.
- Ensure the transfer of expertise between the Ministère de la Famille and other provincial or federal entities, First Nations and Inuit organizations and partners as well as the early childhood team.
- Develop and maintain a network of contacts with First Nations and Inuit organizations and government partners.
- Coordinate, participate in and facilitate, as needed, meetings with First Nations and Inuit communities, partners and organizations.
- Contribute to skills development and identify training needs.
- Support communities according to the needs expressed and support them in the responsibilities related to the funding agreements managed by the FNQLHSSC.
- Collaborate on projects affecting child development and wellness.
- Ensure monitoring activities in policy or practice related to early childhood with a view to issuing recommendations.
- Write or collaborate on reports, recommendations, advice and administrative documents when required.
- Act as a contact for early childhood and ensure coordination with internal partners regarding actions aimed at meeting the needs of communities.
- Participate in the operationalization, decentralization and accountability relating to IELCC funds and respond to the various components that make it up.
- Collaborate in the development and application of an evaluation framework in collaboration with the research sector.

Qualifications and Requirements

- Bachelor's degree in education, andragogy, special education or guidance counselling.
- Three to five years of experience related to the field of early childhood; knowledge of the Educational Childcare Act and project management are considered assets.
- Knowledge and understanding of First Nations cultures.
- Knowledge of Microsoft 365.
- Excellent command of French and English (written and spoken).
- Willing to travel throughout Quebec to First Nations communities.
- No criminal record related to the position.
- A valid driver's licence.

Desired profile

- Good communication skills, both oral and written.
- A good analytical mind.
- Good organization and planning skills.
- Openness and good adaptability.
- Strong interpersonal skills and good political sense.
- Ability to work effectively as part of a team.

Salary

The gross annual salary is between \$61,042.80 and \$75,220.60 and varies according to the candidate's experience.

Start date

As soon as possible.

SUBMIT YOUR APPLICATION!

Send your curriculum vitae along with a cover letter **no later than 4:00 p.m. on June 24, 2024**, to the human resources department by mail or email to:

First Nations of Quebec and Labrador Health and Social Services Commission

250 Place Chef-Michel-Laveau, Suite 102

Wendake, Quebec G0A 4V0

Email: rh@cssspnql.com

** Only selected candidates will be contacted.*

The FNQLHSSC prioritizes applications from the First Nations and Inuit.

