



COMMISSION DE LA SANTÉ  
ET DES SERVICES SOCIAUX  
DES PREMIÈRES NATIONS  
DU QUÉBEC ET DU LABRADOR

*Accompanying Quebec First Nations in achieving their  
health, wellness, culture and self-determination goals.*

## JOB POSTING

### Organizational Planning and Projects 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 responsibilities of the Organizational Planning and Projects Advisor are as follows:

You will support the organization's strategic planning activities by coordinating all the development and monitoring processes and by acting as a project management advisor. You will also be involved in carrying out organizational development strategies. More specifically, you will:

- Act as a liaison between the organization's sectors and executive management for project planning and management.
- Advise and guide the management committee to promote the alignment of all organizational projects and optimize coordination and integration.
- Implement organizational performance and monitoring mechanisms (e.g., establishing objectives and indicators, using dashboards, managing financial and human resources).
- Support the execution of annual and sector plans.
- Develop an organizational plan (operations, finance).
- Coordinate activities in the planning cycle, and collect and analyze the data needed to produce dashboards and reports and to move projects forward.
- Provide strategic and operational support for the management of large-scale projects.
- Assess needs and recommend planning and project management tools to be designed implemented, promoted and updated.
- Coordinate the project manager's files and mandates with organizational activities.
- Monitor strategic planning and project management activities and make recommendations.
- Support the implementation of organizational development initiatives (e.g., succession management, employee engagement, change management).

## Qualifications and requirements

- University degree in business administration, project management or another relevant field
- Three to five years of experience in project management, strategic planning and organizational development
- Knowledge of project management tools and methodologies
- Knowledge and understanding of First Nations cultures
- Knowledge of Microsoft 365 and project management software (e.g., Microsoft Project, Teamwork)
- Excellent proficiency in written and spoken French and English

## Desired profile

- Good analytical and synthesis skills
- Excellent written and oral communication skills, and demonstrated ability to influence and mobilize team members
- Ability to establish and maintain trust-based relationships with the organization's various stakeholders, fostering a collaborative work environment
- Solid sense of ethics and respect for confidentiality
- Strong organizational, planning and project management skills

## Salary

The gross annual salary upon hiring varies according to experience and ranges from \$61,042.80 to \$81,499.60.

## Starting date

As soon as possible.

## SUBMIT YOUR APPLICATION!

Send your curriculum vitae along with a cover letter **no later than August 18, 2024, at 4 p.m.** to the human resources department, by mail or email, at the following address:

### **First Nations of Quebec and Labrador Health and Social Services Commission**

250 Place Chef-Michel-Laveau, suite 102

Wendake, QC G0A 4V0

**Email:** rh@csspnl.com

*\* Only selected candidates will be contacted.*

*The FNQLHSSC prioritizes applications from First Nations and Inuit applicants.*

