



## **JOB OFFER**

### **Justice Initiatives 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 Justice Initiative Advisor must:**

- Advise First Nations communities and organizations in their field of expertise.
- Support communities, stakeholders and organizations in the planning, organization and implementation of activities and the deployment of programs, initiatives and projects related to their field.
- Draft projects, identify financial needs and break down costs.
- Develop effective information and awareness tools and see to their production and distribution in order to increase the autonomy of communities.
- Collaborate in the definition of training needs as well as in the planning, organization, development and adaptation of material.
- Offer training, information and awareness sessions.
- Establish and maintain a network of contacts with First Nations organizations and partners as well as with various government counterparts.
- Coordinate and facilitate various meetings.
- Ensure watch activities in their field in order to make recommendations.
- Write reports and documents related to activities, programs, projects and initiatives.

### **Prerequisites and hiring conditions**

- Bachelor's degree in law or social work.
- Three to five years of relevant experience in the field of expertise of the sector.
- Knowledge and understanding of First Nations cultures.
- Knowledge of the justice system.
- Knowledge of Microsoft 365.
- Advanced level of French and English (written and oral).
- A valid driver's license.
- Willing to travel throughout Quebec to First Nations communities.

## Desired profile

- Strong interpersonal skills.
- Good analytical mind and synthesis, popularization and writing skills.
- Great sense of ethics and rigour.
- Good project planning, management and coordination skills.
- Ability to influence and rally around ideas and projects.
- Good adaptability.
- Good organizational skills and ability to identify and manage priorities.
- A good communicator and comfortable with group facilitation.
- Know how to work effectively as part of a team.

## Salary

The gross annual salary is between \$56,365.40 and \$69,414.80 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, 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](mailto:rh@cssspnql.com)

*\* Only selected candidates will be contacted.*

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

