



**FIRST NATIONS OF QUEBEC
AND LABRADOR HEALTH
AND SOCIAL SERVICES
COMMISSION**

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

JOB OFFER

Sporting Events Administration Agent

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 Sporting Events Administrative Agent must:

Provide administrative and logistical support for the coordination of activities related to sporting events (North American Indigenous Games (NAIG), National Aboriginal Hockey Championships (NAHC), etc.). More specifically, you must:

- Collaborate in the planning and logistical execution of events (coordinating accommodation and meals, managing registrations, monitoring payments, etc.).
- Support the coaching staff with selection camps, the purchase and distribution of uniforms, registration for required training, booking premises, etc.
- Collect and process the documents required to complete the files for each participant.
- Develop and update various tracking tools.
- Collaborate in the recruitment of coaches and check the references and qualifications of candidates.
- Attend various events and support their coordination, according to assigned responsibilities.
- Collaborate with the communications sector to publish highlights and update the event website.
- Collaborate in the organization of regional meetings and training intended for coaching staff.
- Promote activities, programs and initiatives to engage First Nations communities and organizations.

Qualifications and Requirements

- Diploma in administration, recreation management and intervention, event coordination or any other area deemed relevant.
- Two years of experience relevant to the position.
- No criminal record relating to the position.
- Knowledge and understanding of First Nations cultures.
- Knowledge of Microsoft 365.
- Excellent command of French and English (written and spoken).
- Willingness to travel throughout Quebec to First Nation communities.
- A valid driver's license.

Desired profile

- Strong relational skills
- Excellent project management skills and ability to manage several files simultaneously
- Good organization skills and professional rigour
- Ability to work effectively as part of a team and with partners

Salary

The gross annual salary is between \$49,103.80 and \$60,496.80 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 **no later than 16 p.m. on March 29, 2026**, 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@csspnl.com

** Only selected candidates will be contacted.*

The FNQLHSSC prioritizes applications from the First Nations and Inuit.

