



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

## **JOB OFFER**

***\*Position opened to First nations and Inuit only***

### **Communications Manager**

*Regular full-time position*

#### **Summary of the responsibilities**

While respecting the mission, orientations, values and general policies of the **FNQLHSSC**, the incumbent is responsible for advising and supporting the organization in the area of communications in order to optimize the activities and tools developed while ensuring the organization's visibility in an effective manner. Furthermore, he/she plans, organizes, supervises and evaluates the activities that are related to the smooth operation of his/her team, including resources in communication, in documentary management and in the secretariat, and ensures the coordination of the activities with the other sectors of the organization in order to ensure the maintenance and development of integrated services.

#### **More specifically:**

- Developing and maintaining a network of contacts with his/her counterparts among the First Nations organizations and partners, the media as well as the various levels of government and other organizations.
- Supporting management in defining and updating the corporate image and developing and keeping up-to-date the tools and mechanisms required for its exposure.
- In collaboration with management, developing the global communication plan for the organization and ensuring the associated follow-up.
- Developing and/or adapting, implementing and keeping up-to-date the policies, standards and procedures as well as the tools related to communications (corporate mock-ups, templates, models, etc.).
- Supporting (upon request) management and the sectors in the determination of communication and social marketing plans and strategies that are adapted to the context and needs of the various clientele.
- Staying on top of current affairs and analyzing the trends in terms of communications and marketing and making recommendations in these areas.
- Providing the required information and supporting management upon request in the areas of political representation, public relations, negotiation and communication with the Board of Directors, the AFNQL and other affiliated organizations, the regional Chiefs and the partners and organizations for his/her activity sector.
- Planning, coordinating and supervising all of the processes related to the publishing projects (linguistic services, publication and printing) and ensuring the quality of the finished products as well as the uniformity and harmonization of their appearance (corporate image).
- Providing the follow-up associated with documentary management while updating the documentary management tools (MITIK, SyGED, Documentation Centre, etc.).
- Creating or coordinating the drafting of various types of communication documents (internal memorandums, press releases, etc.) for approval and disseminating them when required.
- Supervising, mobilizing, guiding and evaluating the resources of his/her team within a climate of cooperation and a concerted approach.

- Developing and recommending the annual budgets of the various programs under his/her responsibility according to the financial management policy of the organization and ensuring follow-up.
- Contributing to the smooth functioning of the organization's activities and the maintenance of a work climate focused on mutual aid, a concerted approach and collaboration.

#### **Employment prerequisites and conditions:**

- Bachelor's degree in communications or in an appropriate field and a minimum of seven (7) years of employment-relevant experience in management (*an equivalent combination of relevant education and experience could be considered*).
- Experience in the following areas constitutes an asset:
  - ✓ Public relations;
  - ✓ Management of multiple projects and change management;
  - ✓ Social marketing;
  - ✓ Strategic planning.
- Knowledge of the main traditional and social media.
- Bilingual (advanced level)—written and spoken.
- Mastering of Microsoft Office 2010 and intermediate knowledge of the Adobe products (Photoshop, Illustrator, InDesign, Acrobat, etc.).
- Marked interest in working with the First Nations.
- Knowledge and experience related to the First Nations setting constitute an asset.
- Knowledge of the First Nations structure and network.
- Knowledge of the governmental networks
- Availability to travel.

#### **Desired skills and attitudes**

- |                                      |   |
|--------------------------------------|---|
| • Capacity to set priorities         | • Creativity  |
| • Capacity to manage a budget        | • Communication skills—oral and written                             |
| • Capacity to manage a team          | • Problem and conflict resolution skills                            |
| • Capacity to respect deadlines      | • Interpersonal skills (openness and ability to establish contacts) |
| • Capacity to rally around consensus | • Leadership  |
| • Capacity to foster mobilization    | • Client-focused orientation  |
| • Capacity for teamwork              | • Being proactive   |
| • Ability to adapt                   | • Strategic sense of planning and organization                      |
| • Ability to analyze                 |   |
| • Writing skills                     |   |

#### **Salary conditions**

The gross annual salary upon employment is situated between \$69,196.40 and \$80,189.20 and varies according to the candidate's experience. Please note that in order to have access to the mentioned starting salary, the retained candidate must meet the requirements in terms of minimum experience and academic training or possess the equivalencies when the employment so allows.

#### **Date of assumption of duties**

January 29, 2018.

**People who are interested** must send in their curriculum vitae and a motivation letter **no later than December 7, 2017**, in care of:

Ms. Laurie Villeneuve, Human Resources Advisor

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

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