



EMPLOYMENT OPPORTUNITY

POSITION TITLE:	Liaison Officer
DURATION:	<i>Temporary Position ending December 20th, 2019</i> 35 hours per week
LOCATION:	Roberval
TERRITORY:	First Nations communities of Saguenay-Lac-Saint-Jean
ANNUAL SALARY:	According to the FNHRDCQ salary scale
POSTING PERIOD:	From February 7 th to 22 nd , 2019 at midnight

Posting # CE 190207 ALA

Main Duties :

Under the supervision of the Support Services Director of the FNHRDCQ, the Liaison Officer is responsible for ensuring linkage between the Local First Nations Commissions (LFNCs), Urban Services Centres (USCs) and Emploi-Québec's local and regional resources associated to the territory concerned. The incumbent primarily contributes to the implementation of concrete actions relating to the Employment Integration and Retention Strategy and also contributes to the three other priority areas of development, namely labour force profiles, capacity building, and identification of labour market-related training priorities. The Liaison Officer works in close collaboration with the LFNCs and USCs concerned, potential employers, relevant partners and the entire team of the FNHRDCQ as well as with other stakeholders in order to ensure the success of his mandate. The incumbent may be asked to perform other related tasks to be carried out in accordance with First Nations, Inuit and urban Aboriginal human resources development initiatives.

Requirements:

- Two (2) years of pertinent experience;
- Diploma of Collegial Studies
- Proficiency in the spoken and written French language;
- Fluency in a First Nation language and spoken and written English is an asset;
- Knowledge of the Windows environment and other word processing software;
- Must have a valid driver's license and a car.

Skills Required:

- Dynamism, reliability, autonomy and skills for teamwork;
- Relevant experience with Aboriginal clients in terms of employment and training;
- Discretion, punctuality, sense of organization;
- Knowledge of the labor market and Aboriginal institutions in the Saguenay-Lac-Saint-Jean.

Only candidates who meet the requirements will be invited for an interview. *Where skills are equal, priority will be given to Aboriginals from Quebec.

If you are interested in this position, please send your curriculum vitae, along with a letter of intent and copies of your certificates/diplomas, before **Friday, February 22nd, 2019 at midnight**, to the attention of:

Ida LaBillois-Montour, Human Resources Counsellor
First Nations Human Resources Development Commission of Quebec
By email to ilmontour@cdrhpnq.qc.ca or by fax: (450) 638-4225