



## EMPLOYMENT OPPORTUNITY

<b>POSITION TITLE:</b>	<b>Communications Officer</b>
<b>DURATION:</b>	<b>Full-time Position</b> 35 hours per week
<b>LOCATION:</b>	Kahnawake
<b>ANNUAL SALARY:</b>	According to the FNHRDCQ salary scale
<b>POSTING PERIOD:</b>	From <b>March 11<sup>th</sup> to 29<sup>th</sup>, 2019 at midnight</b>

### Main Duties :

Under the supervision of the Support Service Director of the FNHRDCQ, the Communications Officer is responsible for implementing the Global Promotional, Awareness and Communications Strategy of the FNHRDCQ by ensuring that the needs, priorities and budgets required for its implementation are clearly targeted. As such, he must ensure optimized communications and visibility of the FNHRDCQ among the various internal and external audiences and enhance and protect its corporate image by preparing press releases, success stories and by monitoring media coverage of issues specifically related to the FNHRDCQ and the First Nations. The Officer is also responsible for optimizing the promotional and communicational capacity of the FNHRDCQ by ensuring the implementation of traditional, dynamic and innovative communication tools, such as various virtual platforms and social media; and other means that will help optimize internal and external communications, protect and enhance the corporate image. The Communications Officer participate in writing and standardizing all documentations related to the organization. The incumbent collaborates in the preparation of relevant information for management committee meetings, regional meetings and other *ad hoc* meetings. The Communications Officer works in close collaboration with the 34 service centers in order to ensure the success of the mandate.

### Requirements:

- Four (4) years of pertinent experience;
- University diploma in Arts, Literature and Communications or another relevant field; or
- College diploma with experience
- Mastery of spoken and written French and English;
- Knowledge of a First Nation language an asset;
- Knowledge of common software tools, including the Microsoft Office Suite (Word, PowerPoint, Excel, Outlook), Internet, social media tools and others.;
- The individual may have limited experience in an employment-related field but must possess excellent writing skills.

COMMISSION DE  
DÉVELOPPEMENT DES  
RESSOURCES HUMAINES DES  
PREMIÈRES NATIONS  
DU QUÉBEC



FIRST NATIONS  
HUMAN RESOURCES  
DEVELOPMENT COMMISSION  
OF QUEBEC

**Skills Required:**

- Ability to develop and implement a strategic communications plan that involves various contemporary communication tools, such as Facebook, Twitter, and other social media applications;
- Ability to demonstrate excellent writing skills in English and French, both oral and written, in order to prepare press releases, memos, articles, success stories, reports, objectives and other important documents;
- Good knowledge of methods used to conduct media monitoring and be interested in following news relating to First Nations, FNHRDCQ and AFNQL issues;
- Ability to understand complex information from various sources and to rapidly and clearly synthesize large amounts of information with the use of appropriate tools;
- Knowledge of the labour market, networks and institutions dedicated to employment, education and community development, as well as of the programs and services;
- Adequate understanding of the reality of the Aboriginal community and clientele and of Aboriginal structures and institutions;
- Creative with a good sense of design and concept to contribute to the organization's rebranding and production of all necessary documentation;
- Awareness of promotional opportunities to increase the organization's presence.

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, March 29th, 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](mailto:ilmontour@cdrhpnq.qc.ca) or by fax: (450) 638-4225**