



Femmes Autochtones du Québec **Québec Native Women**

Employment Opportunity

Position: Community Worker

Under the direction of the President and the Executive Director, the Community Worker shall work closely with the Communications Manager as well as the Coordinator, Promotion of Non-Violence and Women's Shelters.

Responsibilities

- ▶ Replies to requests for information regarding Native women;
- ▶ Maintains communication with Native women in the communities;
- ▶ Adequately equips Native women for various initiatives designed to promote non-violence;
- ▶ Promotes the tools developed by QNW in 2007-08 and designed to increase awareness on non-violence.
- ▶ Provides resources with tools that will enable them to better support women victims of violence;
- ▶ Fosters the creation and development of local groups that will undertake their own initiatives to promote non-violence within their communities;
- ▶ Creates interchange links on non-violence between Native women's groups of various nations.
- ▶ Presents Native Women's dossiers to groups when requests for such information are made.
- ▶ Keeps the membership list up-to-date
- ▶ Acts as liaison officer with QNW members;
- ▶ Assists in organizing the Annual General Meeting;
- ▶ Performs other related duties as assigned by management.

Requirements

- ▶ Bilingualism (English and French) is mandatory;
- ▶ Strong knowledge of Québec's Aboriginal nations and organizations;
- ▶ Strong knowledge of the QNW organization;
- ▶ Ability to facilitate workshops or give public presentations;
- ▶ Interpersonal relationship skills;
- ▶ Ability to work as part of a team and independently, including a good sense of humour;
- ▶ Good listening skills.

Working Conditions

- ▶ Full-time regular position
- ▶ Start Date: Immediately
- ▶ Length of Employment: One-year position with possibility of renewal
- ▶ Salary based on skills and experience.

Only candidates under consideration will be contacted.
Priority will be given to Aboriginal candidates.

Please send in your resume before may 16th, 2008, 4:30 p.m.

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