



Femmes autochtones du Québec

Québec Native Women

Position: **Environment and Sustainable Development Coordinator**

Location: Kahnawake, Québec

Job posting: February 6 – 17, 2017

Québec Native Women has been involved in environmental protection and sustainable development issues on a regular basis in recent years, at the provincial, national and international levels: protection of water, traditional knowledge or with regard to the Plan Nord. Indigenous peoples have always both understood and implemented sustainable development, taking into account the requirements of animals and plants, their brothers and sisters, as well as the needs of future generations.

Today, QNW is frequently called upon to intervene on issues of mining development and the effect on Indigenous women. This is why QNW is looking for an Environment and Sustainable Development Coordinator, who will support the efforts of Indigenous women to preserve the environment, enhance their knowledge and participate in decision-making with regard to their environment. This position represents an outstanding opportunity to join a dedicated team and an organization known for its expertise.

Responsibilities

Project Development and Coordination

- Develop and implement a strategic action plan for the "Women's Fight to Defend the Territories" project;
- Seek additional funding for the project and ensure follow-up;
- Conduct research and ensure the availability of documentation required for the project and for relevant topics on the development and writing of reports;
- Organize training related to the various projects and partners;
- Produce and disseminate activity reports related to projects directed at donors.

Promotion and Representation

- Work with a network of partners in Québec, Canada and internationally with other Indigenous and non-Indigenous organizations in environmental protection;
- Take part in relevant conferences and activities as a representative of QNW and organize meetings, committees and/or round tables with various partners in the field of environmental conservation and sustainable development with regard to the rights Indigenous peoples;
- At the request of the President, issue environmental and sustainable development recommendations in the context of the rights of Indigenous peoples, and, from time to time, accompany her;

- Stay informed of environmental and sustainable development issues with regard to the rights of Indigenous peoples and make recommendations to ensure that the needs of Indigenous women are taken into account;
- Develop and maintain relations with representatives of various governmental, non-governmental and collaborative bodies.

Assistance and support to communities

- Act as a resource person for Indigenous women and refer them to appropriate resources or services;
- Act as a resource person for Indigenous and non-Indigenous organizations to validate the tools they have developed, following their request;
- Conduct research on existing tools for environmental protection and sustainable development in the context of the rights of Indigenous peoples;
- Respond to requests for information and follow up with applicants.
- Up-to-date knowledge of the various programs and services offered.

Qualifications

- Organization, methodology, adaptability, curiosity, versatility, overall knowledge, awareness of current events, editorial and technical skills.
- Familiarity with Indigenous environmental organizations is required.
- Bachelor's degree in environmental science or political science and five years of experience in project management. A combination of education and relevant experience could also be considered. Good knowledge of environmental issues is required. Knowledge of the mining sector would be an asset.
- Excellent command of French and English (spoken and written).
- Knowledge of Spanish would be an asset
- Wide availability, as well as excellent time and workload management are essential.
- Availability and no travel constraints, when necessary (e.g. attendance at meetings).
- Flexible schedule (evenings and weekends).
- Excellent knowledge of Microsoft Office software: Word, Excel, Outlook.

Only candidates selected for an interview will be contacted.
Priority will be given to Indigenous candidates

Send your curriculum vitae and cover letter before 4:30 pm, February 17, 2017

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