



JOB OFFER

Maternity Leave Replacement

Start of employment: July 2017

Length of employment: July 2018

TITLE: POLICY ANALYST

Responsibilities

- Uphold the dossiers (files) in front of different governmental Departments.
- Analyze new legislation and programs.
- Participate in different consultation tables.
- Carry out consultation exercises.
- Do oral and written presentations to Committees and other events relevant to the Associations interests (symposiums, consultation tables, annual general assemblies).
- Attend and/or participate actively at conferences that relate to Quebec Native Women's interests.
- Maintain permanent contacts with government officials of ministries that cover Aboriginal issues.
- Analyze and elaborate strategic options and orientations and carry out consultations among diverse front line workers and interveners.
- Conduct research, analysis, write up briefs and information notices, and follow up on ministerial correspondence.
- Stay informed on recent developments concerning heritage and property at all administrative levels (local, provincial, federal and international) in order to pin point issues susceptible to have an effect on laws and regulations.
- Act as a middle person between the organization and the media.
- Help write up press releases and distribute them with the goal of creating an interest among journalists.

- Help organize press conferences as well as the press packages to promote the activities and measures put in place by the organization.
- Execute all other related tasks requested by the direction.

Skills required

- Organization, method, strong capacity to adapt, curiosity, versatility, general culture, attentiveness to the news, technical and writing skills.
- Excellent command of French and English (spoken and written).
- Must be extremely available, this being linked to good time and workload management skills.
- Availability and no restrictions on traveling when necessary (ex: participation at meetings).
- Flexible schedule (evenings and weekends).

Required experience and training

- Diploma required is a BA in Law, Political science, Public relations or equivalent.
- Experience as a liaison officer to government officials would be an asset.

Only candidates being considered for an interview will receive an answer.
Priority will be given to Aboriginal candidates.

Please send your résumé before 4:30 p.m. on May 26, 2017

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