



FEMMES AUTOCHTONES DU QUÉBEC INC.
QUEBEC NATIVE WOMEN INC.

EMPLOYMENT OPPORTUNITY: Justice and Public Security Coordinator

Job description:

- Assist the president and/or executive director of QNW in all dossiers related to justice and public security.
- Examine the various reports produced and research conducted during the previous five-year period with regard to justice and public security for Aboriginal women in Quebec and Canada.
- Identify recommendations intended to improve justice and public security for Aboriginal women.
- Prepare funding requests related to QNW's work in justice and public security.
- Prepare special projects, prepare job descriptions and participate in the selection of candidates.
- Analyze and evaluate the results obtained by special projects.
- Represent QNW by participating in government and non-government committees, conferences, advisory committees, annual general meetings and special events involving justice and public security.
- Produce annual reports, interim reports, briefs and all relevant documentation for promoting the vision of QNW in justice and public security.
- Maintain ongoing contact with representatives of government departments and agencies involved in justice and public security.
- Organize and coordinate meetings and special events concerning justice for Aboriginal women (Gatherings, workshops, advisory committees, ad hoc committees, seminars).
- Organize and coordinate meetings between QNW and government and non-government organizations, e.g., Department of Justice and Public Security, BAVAC (Crime Victims' Assistance Office), Human Rights, etc., which are involved in issues concerning justice and public security.
- Assist and/or participate in conferences dealing with justice and public security in the Aboriginal communities in and outside Quebec.
- Coordinate QNW research and publications regarding justice and public security.
- Write articles for journals and/or newsletters.



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Qualifications

- Technical legal training and/or Bachelor's Degree in Law.
- Experience in liaison with government departments is an asset.
- Strong organizational and work methods, ability to adapt, curiosity, multi-skilled, broad learning, knowledge of current events and issues, writing and technical skills.
- Cultural sensitivity, and understanding of Indigenous milieu and impacts of colonization
- Excellent French and English skills (oral and written).
- Have a good knowledge of MS Office (Word, Excel, PowerPoint, etc.);
- Effective management of time and duties.
- Available for travel when necessary (e.g., participation in meetings).
- Flexibility.
- Strong sense of responsibility.
- Excellent skills in establishing priorities, planning and organization.
- Ability to work under pressure and strong sense of initiative.

Working Conditions

- Regular full-time and unionized position
- Start date: as soon as possible
- Salary based on our salary scale

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

Please send your résumé before 4:30 p.m. on February 23, 2017

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