



**FEMMES AUTOCHTONES DU QUÉBEC INC.**  
**QUEBEC NATIVE WOMEN INC.**

## Employment opportunity

<b>Title of position :</b>	<b>Legal and Policy Analyst</b>
<b>Work location :</b>	Kahnawake
<b>Employment category:</b>	Full-time permanent employee
<b>Salary :</b>	35 400\$
<b>Hiring priority :</b>	Indigenous candidates
<b>Description of position :</b>	Under the supervision of the President and the Executive Director, the Legal and Policy Analyst will assume the following responsibilities :

### 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 pinpoint 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.
-



**FEMMES AUTOCHTONES DU QUÉBEC INC.**  
**QUEBEC NATIVE WOMEN INC.**

### **Requirements**

---

- 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.

### **Qualities and skills**

---

- 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).

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

**Anyone interested must send their resume and a cover letter indicating their interest by July 6<sup>th</sup>, 2018 at 4:30 p.m. to the attention of:**

**Quebec Native Women**  
Business Complex, River Road  
P.O. Box 1989  
Kahnawake, Quebec, J0L 1B0  
Fax: 450-632-9280  
E-mail: [info@faq-qnw.org](mailto:info@faq-qnw.org)