



FEMMES AUTOCHTONES DU QUÉBEC INC.
QUEBEC NATIVE WOMEN INC.

Job offer

Project manager, Logistics and Events

RESPONSIBILITIES:

Under the responsibility of the President and the Executive Director.

- Ensuring the preparation, organization and logistics (room rental and reservations, accommodation, meals and transport of participants) of the various events of the organization including the Council of Nations, Board of Directors, Annual General Meeting, etc.;
- In collaboration with coordinators, creating invitation lists and, when necessary, sending invitations to participants;
- Following up on registration for the various events and sending payment information to the Finance Manager;
- Responding to requests for information received by phone or email regarding events;
- Requesting quotes from hotels, caterers, translators, simultaneous translation services, note taker;
- In collaboration with the management and the Finance Manager, reviewing budget estimates and comparing quotes received for hotels, caterers, translators, simultaneous translation services and note taker;
- Monitoring of budgets for events and using the financial and material resources under her responsibility in an optimal way;
- Preparing material and documents required for the events;
- Working with the communications officer, the members of the QNW team, collaborators, presenters and partners in the events;
- Occasionally participating in the search for sponsors for certain events;
- Participate in team meetings;
- Take on various special mandates or assignments;
- Any other tasks related to the Secretariat;
- Execution of any other related tasks required by management.

SKILLS, QUALITIES AND POSITION REQUIREMENTS:

- Excellent written and spoken communication skills in both English and French;
- Good interpersonal and intercultural skills;

- Ability to work independently and as part of a team to achieve the overall project goals and objectives;
- Flexibility, discipline and initiative;
- Strong sense of priorities, planning and organization;
- Strong interpersonal skills in order to negotiate partnerships and resolve conflicts;
- Strong knowledge of Québec Indigenous Nations and organizations;
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

EXPERIENCE AND JOB TRAINING:

- College Diploma (DEC) in Administration, secretarial option, OR three to five years of relevant experience.

WORKING CONDITIONS:

- Regular, full-time employment
- Start date: Immediately
- Place of work: Kahnawake
- Salary : 36,550\$

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

Please send your resume to info@faq-qnw.org before 4 pm on October 18th, 2019.

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