



FEMMES AUTOCHTONES DU QUÉBEC INC.
QUEBEC NATIVE WOMEN INC.

Job Offer - First Nations Action Plan on Sexual Assault Coordinator

Work location: Kahnawake
Job category: Full-time position for five (5) years
Salary: \$35,400
Hiring priority: Members of First Nations

Job Description:

Quebec Native Women is hiring a coordinator to support First Nations communities to implement the First Nations Action Plan on Sexual Assault, created at the First Nations Forum on Sexual Assault, which took place in March 2018. For more information on the Forum and on the “We Heal Together” movement, please visit our website:

<https://www.faq-qnw.org/en/we-heal-together> and the Action Plan : https://www.faq-qnw.org/wp-content/uploads/2018/06/ACTION-PLAN_Eng-23-mai.pdf

Specific functions for the position

- Support First Nations communities in the implementation of the Action Plan through regular communication, visits and information sharing
- Sharing initiatives and success stories among communities
- Learning about available resources to support communities in the implementation of the Action Plan (ex.: material, training, funding)
- Collaborating with the monitoring committee to ensure a regular update on the project
- Maintaining the partners’ commitment through meetings and follow-ups
- Organizing the review meeting with participants of the First Nations Forum on Sexual Assault in the fall of 2019
- Seeking funding for the organization of a 2nd forum
- In collaboration with the Communications Manager, ensuring the maintenance of the #WeHealTogether campaign through the management of the webpage, social media and various promotional tools

Prerequisites and work conditions

- College or university degree in a field such as social work, intervention in sexual violence, sexology, psychology or a related field
- College or university degree in project management
- Experience in intervention and facilitating
- Knowledge of the issue of sexual assault in Indigenous environments
- Established network in Indigenous communities an asset
- Excellent verbal communication
- Bilingualism (English and French) essential and Indigenous language an asset



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- Knowledge of Microsoft Office suite (Word, Excel, PowerPoint) and Google suite (Docs, Sheets, Drive)
- Available to travel regularly to the First Nations communities, flexible in terms of schedules and have a valid driver's licence
- Available to work some evenings and weekends, as needed

Personal qualities

- Excellent sense of planning and organization
- Interpersonal skills (openness and ease in establishing contacts, people skills)
- Autonomy and initiative
- Interpersonal communication skills
- Flexibility
- Tolerance to stress
- Listening skills and empathy
- Ability to popularize information and present it in an accessible way
- Good sense of humour and positive attitude

Start date: Immediately. Only candidates selected for an interview will be contacted.

Interested persons must send their resume and a cover letter indicating their interest as soon as possible to:

Quebec Native Women
Business Complex River Road
P.O. Box 1989
Kahnawake (Québec) J0L 1B0
Email: info@faq-qnw.org