FEMMES AUTOCHTONES DU QUÉBEC INC.
QUEBEC NATIVE WOMEN INC.

Job Offer – Legal and Policy Analyst

Work location :	Kahnawake
Employment category:	Maternity leave replacement (1 year), 32h/week
Salary :	39 250$
Hiring priority :	Indigenous candidates
Start or employment :	September 2019

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 exercices.
- 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 the communication officer in the preparation of press releases.
- Help organize press conferences as well as the press packages.
- Execute all other related tasks requested by the direction.

FEMMES AUTOCHTONES DU QUÉBEC INC.
QUEBEC NATIVE WOMEN INC.

Qualifications

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

Personal Qualities Sought

- 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, good time and workload management skills.
- Flexible schedule (evenings and weekends).

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

Please send your resume and an interest letter
by August 12th, 2019 at 4 p.m. to the attention of:

QUEBEC NATIVE WOMEN INC.
Business Complex River Road
P.O. Box 1989
Kahnawake (Qc) J0L 1B0
Tel: (450) 632-0088
Fax: (450) 632-9280
Email: info@faq-qnw.org