



FEMMES AUTOCHTONES DU QUÉBEC INC.
QUEBEC NATIVE WOMEN INC.

Job Offer - Youth Coordinator

Work location : Kahnawake
Employment category: Permanent full-time position, 32h/week
Salary : 39,250\$
Hiring priority : Indigenous candidates
Start or employment : As soon as possible

The Youth Coordinator ensures the interests of all young Aboriginal women in Quebec. It must therefore coordinate their efforts to promote their common interests through collective action. As a result, the coordinator acts as a representative to advocate for the needs, concerns and opinions of young Aboriginal women at the regional, provincial and national levels.

Responsibilities

- Assist the QNW President and/or the Executive Director in all files relating to youth;
- Ensure a liaison between QNW and government agencies and other organizations;
- Represent QNW and defend the interests of young Indigenous women in government and non-governmental committees;
- Stay in regular contact with the Secrétariat de la jeunesse regarding Indigenous youth issues;
- Prepare funding proposals relating to the youth file;
- Ensure a link with the Indigenous and non Indigenous youth movement;
- Maintain and expand the QNW Indigenous youth network;
- Provide relevant information, opportunities, events, job offers, etc. to the QNW Indigenous youth network;
- Maintain the Quebec Native Women Youth Council (QNWYC);
- Organise the QNWYC annual meeting;
- Ensure that there is a link between the provincial youth representative, members of the QNWYC and QNW;
- Examine various reports and research that deal with Indigenous youth in Quebec and Canada;
- Meet with various groups that work with Indigenous youth in Quebec and Canada;
- Bring forth and make different recommendations that deal with Indigenous youth to QNW and collaborators;
- Attend and/or participate actively in conferences that address youth in Indigenous areas in Quebec and outside Quebec;



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- Organize activities and/or special events on youth for QNW members linked to the orientations received by the QNWYC, the resolutions of QNW members and the Indigenous Youth Action Strategy 2017-2022;
- Act as resource for young Indigenous women and refer them to QNW resources and/or responsables of programs or appropriate services;
- Facilitate awareness-raising workshops on young Indigenous women realities;
- Be responsible for all other related task.
- Execute all other tasks requested by the direction.

Qualifications

- Post-Secondary studies (university level preferable);
- Bilingual (French and English);
- Ability to write in French and in English;
- Have a good knowledge of Indigenous community and organizations in Quebec;

Personal Qualities Sought

- Ability to prepare budgets;
- Ability to prepare funding proposals;
- Have a good knowledge of MS Office (Word, Excel, PowerPoint, etc.);
- Demonstrate good interpersonal skills;
- Demonstrate independence and have a good sense of humour;
- Be flexible and able to adapt.

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

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
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