



Job posting

COORDINATION OFFICER

Abitibi-Témiscamingue

The **Coordination Officer** is responsible for implementing the Abitibi-Témiscamingue's FNI Regional Joint Committee Action Plan. To this end, he/she develops the partnerships necessary, communicates information with the members of the Joint Committee and mobilizes the committee members and partners. The incumbent works closely with Indigenous and governmental stakeholders and regularly visits the Joint Committee members to understand the region's realities better.

- Are you familiar with the realities of the First Nations and Inuit of Quebec, and do you want to contribute to their professional development?
- Do you have good abilities to develop and implement action plans, and coordinate and facilitate work meetings?
- Do you have experience in writing activity reports?
- Can you easily mobilize target partners and maintain healthy collaborative relationships?
- Are you a team player who doesn't hesitate to lend a hand to get things done?
- Do you have a diploma of college studies or a university degree in administration, project management or another relevant field?
- Do you live in the Abitibi-Témiscamingue region?

If so, come and discover our engaging organizational culture! Do not miss this opportunity and send your résumé by **January 31, 2024**, to: rh@cdrhpnq.qc.ca.

Salary conditions : According to salary scale, 35-hour week
Mandate duration : 1 year (with possibility of extension)
Workplace : Teleworking, with occasional travels

*With equal qualifications, priority will be given to First Nations.
For more information, please contact the Human Resources Department at rh@cdrhpnq.qc.ca.*

The First Nations Human Resources Development Commission of Quebec (FNHRDCQ)

plays a leading role in the professional and personal success of the Indigenous workforce in Quebec. We are the experts in First Nations employability, and we accomplish our mission through a vast network of 31 Employment and Training Service Centres (ETSCs) across Quebec.