



COMMISSION DE DÉVELOPPEMENT ÉCONOMIQUE DES  
PREMIÈRES NATIONS DU QUÉBEC ET DU LABRADOR  
FIRST NATIONS OF QUEBEC AND LABRADOR ECONOMIC  
DEVELOPMENT COMMISSION

Posting date: November 2nd, 2023  
Deadline to apply: November 20th, 2023

## LIAISON, PROGRAMS AND SERVICES OFFICER

Job category: regular full-time position

**Joining the First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC) means working with a dynamic team in a stimulating work environment!**

**By working at the FNQLEDC, you can enjoy various benefits:**

- ▲ A competitive salary;
- ▲ Friday afternoons off;
- ▲ A schedule alternating between telework and work at our Wendake office;
- ▲ A work environment that facilitates work-family balance;
- ▲ A monthly cell phone plan allowance;
- ▲ Very good social benefits;
- ▲ Two weeks of paid vacation from the first year and two more weeks during the holiday season;
- ▲ And more!

**Salary:** Gross annual starting salary is between \$61 389 and \$67 103

**Workplace:** 265, Place Chef Michel Laveau, bureau 200, Wendake (Quebec)

### ***Job description***

The FNQLEDC is an organization whose mission is to advise, assist and support First Nations communities and members in carrying out their economic development projects.

Under the supervision of the head of the Services to community team leader, the Liaison Officer is a member of Accès Entreprise Québec (AEQ), a support service aimed at accelerating local economic development in Quebec's regions. Through the AEQ network, the officer has access to a range of tools, training, and resources that he or she can use to meet the needs of businesses, Indigenous entrepreneurs, organizations and community economic development officers. His or her role is also to develop the skills of these clients.

### ***Liaison with the AEQ network***

- Support Indigenous businesses and communities in their development and growth by facilitating access for Indigenous entrepreneurs to the programs and services of the AEQ network.
- Develop and maintain connections within the AEQ network to allow territorial networking for concerted economic growth.
- Contribute to the development of the skills of the people who work in the communities by adapting the contents of existing AEQ training to the economic development realities in the Indigenous communities.
- Collect and analyze data on Indigenous entrepreneurs and their training needs, identify key issues and propose possible solutions.

### ***Economic development support***

- Plan, organize, coordinate and/or support the implementation of activities and the deployment of programs and events among the clientele.
- Identify and promote the financing programs of the Ministère de l'Économie et de l'Innovation.
- Respond to various questions from the clientele or new potential clients concerning all the services offered by the FNQLEDC.
- Organize and facilitate information and training sessions, online or face-to-face.
- Document their interventions among the clientele using tools provided by the organization.

### ***Prerequisites***

- A bachelor's degree or equivalent training in business administration or any other related field (a college-level diploma combined with experience may also be considered)
- Two (2) years of experience in similar roles
- Any combination of training and experience will be analyzed and may be accepted
- Knowledge and understanding relating to First Nations circles is considered an asset
- Knowledge and understanding of the Quebec economic development ecosystem is an asset
- Good command of spoken and written English and French
- Good knowledge of computer tools such as Microsoft 365
- Availability to travel regularly and a valid driver's license
- All applicants must accept and consent to the reference check

### ***Desired skills and attitudes***

- Autonomy and proactivity
- Tact and diplomacy
- Ability to set priorities, sense of planning and organization
- Ability to manage several projects simultaneously and meet deadlines
- Capacity for teamwork

- Adaptability
- Ability to analyze and synthesize
- Relational skills (openness and ease of establishing contacts)

**Interested persons must send, by email, their curriculum vitae and a cover letter indicating their interest in the position (mandatory) before November 20<sup>th</sup> 2023, 4:30 pm to the attention of:**

Mr. Mickel Robertson, Director General  
First Nations of Quebec and Labrador Economic Development Commission  
265, place Michel Laveau, bureau 200, Wendake (Quebec) G0A 4V0  
Fax: (418) 843-6672; Email: [lrheaume@cdepnql.org](mailto:lrheaume@cdepnql.org)

Only shortlisted candidates will be contacted.

***In the event of equal or equivalent applications, the FNQLEDC prioritizes First Nations applications.***