



ENTREPRENEURSHIP ADVISOR – MONTREAL

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 work environment that facilitates work-family balance;
- ▲ A monthly cell phone and internet 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 \$72,357 and \$77,352

Workplace: Montreal (Teleworking)

The position is 100% teleworking from home, with the exception of meetings that may have to be held in person, in Montreal, when necessary.

Job description

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

Under the immediate supervision of the Team Leader of the Services to Entrepreneurs, the Entrepreneurship Advisor for Montreal is responsible for supporting the mobilization of First Nations members and accompanying them in the design and implementation of their entrepreneurial projects.

The advisor will also be responsible for developing partnerships with the entrepreneurial resources currently available in Montreal, and for promoting the services of the FNQLEDC and its partners.

Advisory and support services

- Support entrepreneurs in all phases of their entrepreneurial projects (business plan writing, data analysis, feasibility study, business model building, preparation of financial forecast, etc.).
- Identify complex files requiring shared support with other advisors or even requiring the intervention of line management.
- Document their interventions among the clientele using tools provided by the organization.

- Plan, organize, coordinate and/or support the implementation of activities and the deployment of programs and events among the clientele.
- Develop effective awareness and training tools and see to their production and distribution, while adapting the contents or approach to the specific needs of their target clientele if necessary.
- Keep abreast of the programs and resources that are available to their clientele in order to ensure the continuous updating of the services offered in their field.
- Act as a referral point for Montreal-based indigenous clientele, directing them to local resources available to support them;
- Organize and facilitate information and training sessions online or face-to-face.

Representation, information, mobilization and networking

- Participate in meetings, committees and/or round tables with various partners related to its field of activity.
- Collect data for studies and profiles of entrepreneurs.
- Analyze the local and regional capacity-building issues and needs of its target audience, then propose an approach to improve the situation of indigenous entrepreneurs.
- Mobilize, consult and inform interested parties on issues affecting its target clientele.
- Identify partnership opportunities with Indigenous and non-Indigenous organizations.
- Develop and maintain a network of contacts with First Nations organizations and partners, at local, regional and provincial levels.

Project management

- Assist line management in identifying opportunities for different types of necessary agreements (partnerships, funding, etc.) for the development of local and/or regional projects for their target clientele.
- Assist the Director Finances and Operations in the development of budgets for new projects.
- Ensure the steering and monitoring of their activities and propose areas for improvement.
- Ensure the drafting of activity reports highlighting the impacts of their actions on the economic development of First Nations, particularly Indigenous women.
- Keep abreast of all the organization's projects and participate in project meetings requiring their expertise.

Prerequisites

- Bachelor's degree in administration, economics or other related field and a minimum of three (3) years of experience in starting-up organizations and businesses, or a combination of equivalent and relevant education and experience may also be considered
- **Bilingualism (Advanced French and Advanced English, both written and spoken)**
- Knowledge of the Montreal entrepreneurial ecosystem is considered an asset
- Strong interest in working with First Nations
- Knowledge and experience relating to First Nations circles is considered an asset
- Knowledge of Office 365
- Availability to travel occasionally and a valid driver's license
- All applicants must accept and consent to the reference check

Desired skills and attitudes

- Autonomy and proactivity
- Ability to set priorities, sense of planning and organization
- Capacity for teamwork
- Adaptability
- Ability to analyze and synthesize
- Relational skills (openness and ease of establishing contacts)
- Customer service skills

Interested persons must send their curriculum vitae and a cover letter indicating their interest in the position (mandatory) by email before 16h pm on December 4, 2023, 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: rh@cdepnql.org

Only shortlisted candidates will be contacted.

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