



JOB OFFER
DIGITAL INFORMATION COORDINATOR IN DOMESTIC VIOLENCE

Quebec Native Women supports Indigenous women in their efforts to better their living conditions through the promotion of non-violence, justice, equal rights and health. QNW aims to defend the interests of Indigenous women, their families and their communities throughout Quebec.

Job Title	DIGITAL INFORMATION COORDINATOR IN DOMESTIC VIOLENCE
Work location	Kahnawake
Job category	Full-time – permanent Class 3
Salary	\$ 44 548 - \$ 62 945
Work hours	32 hours per week
Other work conditions	Competitive salary and benefits
Hiring priority	First Nations members
Start date	Immediately

Job Description

Under the supervision of QNW management, the coordinator's main task will be to set up a series of podcasts on the different forms of domestic violence in order to increase knowledge on violence prevention.

Main responsibilities

- Research current strategies to address domestic violence among Indigenous people;
- Locate and collaborate with digital production agencies to develop podcasts;
- Direct all activities related to the production of the podcasts;
- Develop a production and distribution plan;
- Supervise any resource persons to carry out the mandate, as required;
- Participate in the preparation of financial reports;
- Prepare the final project report;
- Carry out any other tasks required by management.

Job Requirements

- College diploma or university degree in women's studies, social sciences, communication studies and/or three years of relevant experience;
- Experience in developing reports;
- Experience in media production;
- Bilingualism an asset;
- Excellent knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint);
- Knowledge of Indigenous women's realities;
- Hold a valid driver's licence;
- Excellent planning and organizational skills;

- Project management experience;
- Ability to work under pressure and meet tight dead-lines.

Skills and Personal Qualities Sought

- | | |
|------------------------------|-------------|
| - Disciplined | - Honest |
| - Loyal | - Creative |
| - Flexible | - Reliable |
| - Having a strong work ethic | - Team work |

Start date: Immediately

TO APPLY

Deadline: Thursday, June 23, 2022, before 4:30 p.m.

Interested persons should send their resume and a cover letter indicating their interest to the attention of:

Quebec Native Women
Business Complex River Road
P.O. Box 1989
Kahnawake (QC) J0L 1B0
Email: dadjointe@faq-qnw.org

We thank all applicants for their interest, but only those selected for further consideration will be contacted.