

JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT

PERSONNEL REQUIRED	One
PERIOD OF EMPLOYMENT	35 hours per week March 6, 2023 3-month probation
SCHEDULE	Monday to Friday, 8:30a.m. - 4:30p.m.
LOCATION OF WORK	Montreal, hybrid in office and work-from-home
SALARY	\$45,000 - \$55,000 annually

The Opportunity

The FNLMAQL is recruiting an experienced, engaged, and dynamic Administrative Assistant to support the mission of the First Nation Lands Managers Association of Québec and Labrador (“FNLMAQL”). The FNLMAQL brings together First Nations from across Quebec and Labrador to further develop, share, and highlight knowledge, capacity and skills pertaining to Indigenous land management. We are looking for the perfect fit to support the Association in a pivotal moment of growth.

The FNLMAQL

The First Nation Lands Managers Association for Quebec and Labrador is a bilingual, non-profit, non-political organization whose mission is to unite and assist all its members and indigenous communities to exchange knowledge, ideas and expertise in all areas of Land Management while incorporating our traditional values, beliefs and practices.

The values and principles that drive the Association as a workplace include trust, collaboration, regular dialogue, and valuing everyone’s expertise, experiences and limitations. The Association aims to provide ongoing support to our members, as well as a flexible work environment and promoting a healthy work/life balance for employees.

We actively encourage applications from all, including but not limited to, women, Indigenous Peoples, persons with disabilities, visible minorities, and members of the LGBTQ2+ community. We will consider all requests for accommodation in the application and employment process.

To learn more about the Association, please visit our website at FNLMAQL.ca

THE JOB

Reporting to the Executive Director, the Administrative Assistant (the "Assistant"), will be responsible for maintaining the administration of the Association and supporting the ED in its operations.

Some of the essential job functions are:

- Answer calls and emails in a timely manner;
- Organize meetings, convene participants, take minutes, and prepare the necessary files;
- Undertake basic bookkeeping;
- Proofread and edit documentation;
- Assist in the coordinate, trainings and other events;
- Assist in the implementation and evaluation of programs and projects;
- Coordinate travel arrangements when necessary;
- Maintain electronic filing on a regular basis;
- Maintain contact lists and directories;
- Participate in year-end activities (e.g. prepare year-end financials, set up files and databases for the new fiscal year, archive files);
- Participate in videoconference meetings on a regular basis;
- Assist the ED in other related tasks, as required.

Reporting and Collaboration

The Assistant will collaborate with all employees and report to the Executive Director.

THE IDEAL CANDIDATE

General Profile

The Association is searching for a candidate who genuinely cares about the FNLMAQL's mission. As an organization in a growth phase, the ideal candidate will be interested in learning and growing together as a valued member of the team.

Some other aspects of the ideal candidate that are important to us are:

- Outgoing;
- Can work efficiently in an environment with little formal structure;
- Shows initiative;
- Detail-oriented;
- Comfortable giving and receiving feedback;
- Trustworthy and respectful;
- Demonstrates cultural competency;
- Ability and willingness to travel;
- Functionally bilingual*.

Requirements

- A college or CEGEP diploma;
- 2 years of experience working in an office;
- A good employment history;
- Good communications skills either in English or French¹;

If you fit the general profile and meet the cited minimum requirements, we encourage you to apply with a cover letter and resume.

Bonus Qualifications

- Experience in communications
- Experience in bookkeeping
- Experience working in an Indigenous community
- Experience in Land Management
- Fluency in English and French, spoken and written; and
- Knowledge of indigenous language.

If you fit the general profile, meet the requirements, and some (or all!) of the bonus qualifications, we REALLY encourage you to apply!

Work Environment and Travel

¹ Must be willing to take French or English language courses, if deemed necessary

The Assistant will be required to work in-office 3 days per week, and can opt to work remotely the other 2 days.

The Assistant will be required to travel within Canada approximately once every two (2) months for 2-4 days.

Some of our benefits

- Extended health and dental insurance through a group plan
- Pension contribution
- Summer hours
- Flexible hours
- Opportunity to meet and collaborate with Indigenous Nations and organizations across Canada
- Employer-funded training and development opportunities

The Application Process

Qualified candidates will be contacted the week of February 27, 2023, to have an interview scheduled. Candidates must be available for an interview the week of February 27th- March 3rd.

Deadline for Application is: 11:59 PM EST on February 26, 2023 :

Send Application by email to:
Nadia Prevost-Lowry at
nprevost@fnlmaql.ca

We thank all applicants for their interest. Only candidates under consideration will be contacted.