

JOB OPPORTUNITY
Communications Coordinator

PERSONNEL REQUIRED	One
PERIOD OF EMPLOYMENT	35 hours per week As soon as possible 3-month probation
SCHEDULE	Monday to Friday, 8:30 am - 4:30 pm
LOCATION OF WORK	Montreal, hybrid in office and work-from-home Potential for full time work-from-home
SALARY	\$50,000 – \$60,550 annually

The Opportunity

The FNLMAQL is recruiting an experienced, engaged, and dynamic Communication Coordinator 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 of 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.

THE JOB

Reporting to the Executive Director, the Communications Coordinator (the "Coordinator"), will be responsible for supporting the Association reach its mission by coordinating all of its communications needs.

Some of the essential job functions are:

- Draft, proofread, edit, and format various communications materials;
- Manage website content that effectively communicates FNLMAQL's mandate and activities
- Manage FNLMAQL social media platforms;
- Create, edit, and publish bilingual annual reports, newsletters, and other external communications;
- Stay abreast of new programs and services that will enhance the communications strategies of the FNLMAQL;
- Seek opportunities to enhance the profile FNLMAQL through appropriate brand development;
- Coordinate the communications for FNLMAQL events as required, this includes in person and online events;
- Support the Association in building and maintain relationships with partners, collaborators, and other stakeholders;
- Coordinate and assist in the development of a Communication Strategy;
- Liaise and coordinate any external communications or graphic design work;
- Liaise and coordinate any external translation or interpretation work;
- Represent the Association at various trade shows, conferences, and other events;
- Participate in year-end activities (activity reports and workplans);
- Participate in and assist with videoconference meetings on a regular basis;
- Support the communications needs for operations and projects; and
- Assist the ED and Project Manager in other related tasks, as required.

Reporting and Collaboration

The Coordinator 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 team.

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

- Has strong language skills (proficient level in either English or French);
- Outgoing;
- Can work efficiently in an environment with little formal structure;
- Shows initiative;
- Detail-oriented;
- Comfortable giving and receiving feedback;
- Trustworthy and respectful;
- Demonstrated cultural competency;

Requirements

- A college or CEGEP diploma;
- 2 years of experience working in communications;
- Demonstrated skills with communications and/or graphic design software;
- A good employment history;
- Great communications skills either in English or French¹;
- Willing and able to travel.

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 translation and/or interpretation;
- Experience working with Indigenous communities;
- Experience and/or interest in Land Management;
- Experience and/or interest in making maps;
- Fluency in English and French, spoken and written; and
- Knowledge of indigenous language(s).

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

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

Work Environment and Travel

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

The Coordinator 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
- Cultural leave for the purpose of exercising traditional Indigenous activities

The Application Process

Please send a cover letter and resumé (CV) when applying. Although it is not mandatory, you are encouraged to submit a sample of your work along with your application.

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 those candidates under consideration will be contacted.

Qualified candidates will be contacted the week of February 27, 2023, to have an interview scheduled.