



EMPLOYMENT OPPORTUNITY

Program Administrative Support

POSITIONS TO FILL	1
PERIOD OF EMPLOYMENT	Contract begins Spring 2025 Contract ends March 31, 2026
SCHEDULE	Up to 35 hours per week Monday to Friday, 8:30 am- 4:30 pm
LOCATION OF WORK	Montreal and/or work from home Some travel with Quebec and Canada
SALARY & BENEFITS	\$25 to \$30 per hour Flexible schedule Health & Wellness stipend Summer hours

THE OPPORTUNITY

The First Nation Lands Managers Association for Quebec and Labrador (FNLMAQL) is recruiting an engaged, organized, and driven individual to fill the contract position of Program Administrative Support. 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 actively encourage all those interested to apply including but not limited to Indigenous people, people with disabilities, visible minorities, women, and members of the LGBTQ2+ community. We will consider all requests for accommodation in the application and employment process.

THE FNLMAQL

The FNLMAQL 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 Association works closely with the National Aboriginals Lands Managers Association ("NALMA) to support its mission.

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.

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

THE POSITION

Under the supervision of the Executive Director, the Program Administrative Support will provide program and administrative support to the FNLMAQL.

Some of the essential job functions are:

- Assist in carrying out program support for various FNLMAQL projects
- Assist in carrying out administrative support for the FNLMAQL in general
- Assist in the coordination of trainings and other events
- Assist with the production and distribution of training and event materials and communications
- Translate, proofread and edit documentation in English and in French
- Reply to email and phone inquiries in a timely manner
- Maintain electronic filing
- Participate in videoconference meetings on a regular basis
- Assist with other related tasks, as required

Reporting and Collaboration

The Program Administrative Support will collaborate with all FNLMAQL employees and will report to the Executive Director.

THE IDEAL CANDIDATE

General Profile

- Works efficiently in an environment without close supervision
- Can work remotely (from home)
- Detail-oriented
- Comfortable giving and receiving feedback
- Trustworthy and respectful
- Demonstrates cultural competency
- Bilingual (English/French)

Requirements

- Holds a college or CEGEP diploma
- Experience in administration
- Experience in event coordination
- Shows a good employment history
- Speaks and writes fluent in French and English

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

Bonus Qualifications

- Experience in communications
- Experience in project management
- Experience in land management
- Experience working with Indigenous communities
- Knowledge of an Indigenous language
- Valid driver's license

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

We currently have an office space located in Montreal, most employees work in a hybrid formula between home and the office.

The candidate does not have to be in the Montreal area to apply; remote work will be possible.

The incumbent will be required to travel within Canada approximately once every month for 2-4 days.

OTHER BENEFITS

- Wellness stipend
- Summer hours
- Flexible schedule
- The opportunity to meet and collaborate with Indigenous organizations and Nations across Canada
- Cultural leave to exercise Indigenous traditional activities

THE APPLICATION PROCESS

Position open until filled. Please send your application to Valerie Fauteux, ed@fnlmaq1.ca

Don't wait to apply! We thank all applicants for their interest. Only qualified candidates under consideration will be contacted.