



FIRST NATIONS OF QUEBEC
AND LABRADOR HEALTH
AND SOCIAL SERVICES
COMMISSION

*To accompany Quebec First Nations
in achieving their health, wellness,
culture and self-determination goals.*

JOB OFFER

Community Development Advisor

12-month contract

35 hours per week (50% at the office and 50% teleworking)

Working with us means:

Joining a dynamic, passionate and committed team.

Choosing a stimulating work environment focused on mutual support, respect and collaboration.

Accessing a career full of learning and professional development opportunities.

The Community Development Advisor must:

Advise and support First Nations communities and organizations in the creation, implementation, and monitoring of concerted action projects. More specifically, you must:

- Coordinate activities related to action plans, particularly in social development areas, including the Quebec First Nations Regional Action Plan to Combat Poverty and Social Exclusion.
- Organize and implement promotional and mobilization activities.
- Coordinate the projects and activities of the community development sub-team, ensure related follow-up, and make any necessary adjustments.
- Coordinate and facilitate committees, attend committee meetings, and ensure representation at events.
- Create and update community mobilization tools.
- Support the organization's various departments in their work with communities.
- Assist First Nations communities and organizations in drafting essential project implementation documents.
- Establish and maintain a network of contacts with communities, organizations, workers and partners, identify potential collaborations, and organize meetings.
- Foster the development and transfer of expertise.
- Act as a liaison between local settings, regional organizations and funders.
- Conduct monitoring activities with a view to making recommendations.
- Draft, present, and promote documents as needed.

Requirements

- Bachelor's degree in social sciences or business administration.
- Five to seven years of relevant experience in community mobilization or supporting social development projects.
- Relevant experience in project management and working with First Nations organizations.
- Knowledge and understanding of First Nations cultures.
- Knowledge of Microsoft 365.
- Excellent command of French and English (written and spoken).
- Willingness to travel and work a flexible schedule, as needed.
- A valid driver's licence.

Desired profile

- Excellent communication skills, both written and verbal.
- Strong analytical and summarization skills.
- Good ability to set and manage priorities.
- Strong sense of ethics.
- Demonstrated political acumen.
- Excellent organizational skills and ability to manage multiple projects simultaneously.
- Strong interpersonal skills.
- Ability to positively influence a team and rally around ideas and projects.
- Ability to work effectively as part of a team.

Salary

The gross annual salary ranges from \$68,978.00 to \$85,012.20 and varies according to the candidate's experience.

Start date

As soon as possible.

SUBMIT YOUR APPLICATION!

Send your curriculum vitae along with a cover letter no later than 4:00 p.m. on June 21, 2026, to rh@csspnl.com.

*Only selected candidates will be contacted.

The FNQLHSSC prioritizes applications from the First Nations and Inuit.

