



**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

Regional Pilot

Regular position

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 Regional Pilot must:

Ensure the consistency, evolution, and harmonized use of information management systems and digital environments supported by the FNQLHSSC. You will support communities, organizations, and local pilots in the implementation, adoption, evolution, and continuous improvement of these systems and digital environments. More specifically, you will:

- Ensure the functional administration and configuration of information management systems and digital environments, while managing access and harmonizing related practices in accordance with regional standards.
- Contribute to the implementation and rollout of information management systems and digital environments, as well as to change management.
- Participate in the optimization, updating, and evolution of information management systems.
- Support local pilots and users with system administration, usage, and continuous improvement.
- Gather, analyze, and address functional issues encountered by communities and make recommendations.
- Contribute to identifying and mitigating risks associated with the use of information management systems, in collaboration with relevant experts.
- Develop dashboards and indicators to promote the use and optimization of systems and data.
- Establish mechanisms for collaboration, knowledge sharing, and communities of practice to foster the harmonization of practices.
- Contribute to the development, implementation, and continuous improvement of guides, procedures, standards, and reference tools.

Requirements

- Undergraduate university degree in information systems, computer science, administration, information management, or any other relevant field.
- Two or three years of relevant experience in functional administration, management, or optimization of information management systems or digital environments.
- Experience with information management systems in the health and social services sectors is an asset.
- Knowledge and understanding of First Nations cultures.
- In-depth knowledge of Microsoft 365 and its security applications.
- Availability to work outside normal business hours and to travel as needed.
- A valid driver's licence.

Desired profile

- Strong analytical, synthesis, and problem-solving skills.
- Strong guidance and support skills.
- Excellent ability to coordinate, harmonize, and improve practices related to information management systems.
- Diligence, sound judgment, and a constant focus on quality and compliance.
- Strong interpersonal skills and ability to collaborate effectively.
- Organized and capable of effectively managing priorities and multiple files simultaneously.

Salary

The gross annual salary ranges from \$58,786.00 to \$72,399.60 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 September 27, 2026**, to rh@csssngl.com.

*Only selected candidates will be contacted.

The FNQLHSSC prioritizes applications from the First Nations and Inuit.

