



**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

Digital Learning Specialist

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 Digital Learning Specialist must:

Support the development of digital skills among FNQLHSSC employees as well as First Nations communities and organizations while fostering the adoption and optimal use of information management systems, digital technologies, and collaborative platforms. More specifically, you will:

- Act as a resource person for digital skills development, the adoption of information management systems, and the use of digital technologies and collaborative platforms.
- Design and update training and support programs, as well as educational materials and tools, based on needs.
- Deliver training, support, and professional development activities that are tailored to various user groups.
- Gather and analyze user needs, challenges and issues, and recommend appropriate improvements.
- Develop, update, and improve the contents and functionality of the online training platform.
- Coordinate the training schedule and handle follow-ups as well as the production of reports and documents.
- Promote best practices regarding data quality, information governance, cybersecurity, and personal information protection.
- Foster the development of digital capabilities and the harmonization of practices, in collaboration with various partners.
- Monitor trends, best practices, and innovations related to your field of expertise.

Requirements

- Undergraduate university degree in educational technology, educational sciences, andragogy, information management, computer science, administration, or any other relevant field.
- Two or three years of relevant experience in developing and facilitating training, providing pedagogical support, or developing digital skills.
- 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.
- Advanced proficiency in French and English, both written and spoken.
- Availability to work outside regular office hours and to travel as needed.
- A valid driver's licence.

Desired profile

- Excellent communication, popularization, and information transfer skills.
- Strong analytical, synthesis, and problem-solving skills.
- High capacity for adaptability and ability to feel comfortable in an environment of change and digital transformation.
- Strong interpersonal skills and able to collaborate effectively.
- Organized and able to effectively manage 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.

