



FEMMES AUTOCHTONES DU QUÉBEC INC.

QUEBEC NATIVE WOMEN INC.

JOB OFFER

COORDINATOR – DISCRIMINATION AND SYSTEMIC RACISM

Quebec Native Women supports Indigenous women in their efforts to better their living conditions through the promotion of nonviolence, justice, equal rights and health. QNW aims to defend the interests of Indigenous women, their families and their communities throughout Quebec.

Job Title	DISCRIMINATION AND SYSTEMIC RACISM COORDINATOR – ONE YEAR (POSSIBILITY OF EXTENSION) CATEGORY 4
Work location	Kahnawake
Salary Range	\$ 40 836 - \$ 46 202
Work schedule	32 hours/week
Hiring priority	First Nations
Start date	As soon as the position is filled

Job Description

In keeping with QNW's mission and values, the successful candidate will be responsible for managing the "Discrimination and Systemic Racism" project. The successful candidate will develop tools to help Indigenous women recognize and address systemic racism when confronted in public institutions including the health care system, youth protection services, judicial and policing systems and other public-related systems. The successful candidate will be responsible for implementing an Action Plan to address discrimination and systemic racism for First Nations women in Quebec.

Main Responsibilities

Plan, organize, carry out and evaluate activities and events related to QNW's Action Plan on Systemic Racism:

- Implement and monitor the QNW Systemic Racism Action Plan;
- Develop and maintain working relationships, organize meetings and ensure follow-up with representatives of various governmental and non-governmental organizations, collaborators and partners concerned with the issue of systemic racism;
- Produce a practical and pedagogical guide, as well as tools for Indigenous women to recognize and address systemic racism;
- Deliver training/information sessions based on the Action Plan on systemic racism in communities and in urban areas;
- Carry out any other tasks required by management.

Job Requirements

- College diploma or University degree in any of the social science fields or other relevant filed.
- Or, three years relevant working experience.
- Excellent ability to develop a network of interprofessional contacts in different settings, specifically within Indigenous communities;
- Experience in consulting, report writing and training design and delivery;
- Bilingualism in oral English and French, written English or French;
- Excellent knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint) and Google (Gmail, Drive);
- Knowledge of the Indigenous issues;
- Minimal knowledge of the legal and political systems at the provincial, federal and international levels;
- Previous experience working with an Indigenous organization will be considered an asset.

Skills and Personal Qualities Sought

- Autonomy and initiative
- Flexible
- Planning and organizational skills
- Ability to work in a team
- Discretion and respect for confidentiality
- Good judgment
- Good communication skills in both official languages
- Good interpersonal skills
- Good listening skills
- Ability to disseminate and present information in an accessible manner suited to the audience

Depending on the current Covid-19 situation, teleworking may be necessary.

If interested, please submit a cover letter and your resume by November 8, 2021 at 4:30 pm to:

Quebec Native Women
Kahnawake Business Complex
P.O. Box 1989
Kahnawake (QC) J0L 1B0
Email: dadjointe@faq-qnw.org

Only those candidates who meet the position requirements will be contacted for an interview. Thank you for your interest.