



JOB OFFER
**MISSING AND MURDERED ABORIGINAL WOMEN
AND GIRLS (MMIWG) PROJECT COORDINATOR**

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

Job Title	MMIWG Project Coordinator
Work location	Kahnawake
Job category	Full-time – Fixed Term, Category 3
Salary	\$ 44 548 - \$ 62 945
Work schedule	32 hours per week
Other working conditions	Competitive salary and benefits - Hybrid work mode
Hiring priority	First Nations Members
Start date	Immediate

Main Responsibilities

Under the supervision of QNW management, the MMIWG Project Coordinator is responsible to:

- Monitor the implementation and progress of recommendations of the MMIWG Calls to Justice, Kebek and Viens Commission Action Plans;
- Work collaboratively with federal and provincial partners to implement the QNW MMIWG Action Plan;
- Participate at national and provincial MMIWG meetings and gatherings to monitor progress of recommendations and provide advice for the successful implementation of actions/recommendations when requested;
- Establish a Steering Committee of Experts on MMIWG;
- Produce quarterly progress reports;
- Engage with the families of MMIWG to inform them of the progress of the implementation of the MMIWG Calls to Justice and/or other recommendations;
- Organize meetings if deemed necessary;
- Participate in team meetings;
- Carry out other tasks in relation to MMIWG;
- Perform any other tasks required by management from time to time.

Job Requirements

- College diploma or university degree in Women's and Gender Studies, Public Policy, Social Work or other field deemed relevant to this position;
- Knowledge of Indigenous issues;
- Knowledge of the MMIWG realities;
- Creativity and ability to develop, implement and manage projects;
- Professionalism and confidentiality;
- Good interpersonal skills, time management and respect for deadlines;
- Good analytical and writing skills;
- Excellent organizational skills and positive leadership;
- English and French, spoken and written;
- Knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint, SharePoint).

Personal Qualities Sought

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|---------------------|------------|
| - Disciplined | - Honest |
| - Loyal | - Creative |
| - Flexible | - Reliable |
| - Strong work ethic | - Teamwork |
| - Autonomy | |

Start date : Immediate

TO APPLY

Deadline : Wednesday, February 22, 2023 before 4:30 p.m.
Interested candidates should send their resume and a cover letter indicating their interest to the attention:

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

We thank all applicants for their interest and only those selected for an interview will be contacted.