



EXECUTIVE DIRECTOR

Founded in 1974 and located in **Kahnawake**, Quebec Native Women (QNW), supports the efforts of indigenous women in defending their rights and improving their living conditions through the promotion of non-violence, justice, equal rights and health. QNW also supports women in their commitments within their community.

In order to ensure the General Management of QNW and to ensure its notoriety within its community, we are looking for an Indigenous proactive leader who has the organization's mission at heart.

Your mandate

Reporting to the President, the Executive Director has the role of coordinating all of the Organization's activities and operations, ensuring its development and sustainability, while respecting its mission and values.

More specifically, the role and responsibilities of the Executive Director will be:

- Ensure the implementation of the Organization's strategic orientations
- Ensure the proper functioning of QNW and supervise the planning and delivery of the organization's programs and activities
- Ensure the financial management of the Organization: supervise the budget forecast process, monitor and control of budgets, search of financing, etc.
- All tasks related to the management of the Organization's human resources
- Maintain and develop connections and represent QNW to government administrative bodies and public organizations in support of the president
- Prepare and address strategic files with the Board of Directors and during the annual general meeting

Your profile

The selected candidate will stand out for their leadership, dynamism, professionalism, as well as their knowledge of the challenges facing communities, organizations and the condition of Indigenous women in Quebec.

The selected candidate must also meet the following criteria:

- Have an undergraduate university degree in administration, management, social sciences, or any other relevant fields, combined with management experience;
- Demonstrate good skills in creating and managing partnerships;
- Have a good knowledge of the various levels of government (indigenous, provincial, federal);
- Be bilingual orally and in writing (French/English).

Your conditions of employment

- Full-time employment with a schedule of 35 hours/week at the Kahnawake Office ;
- An annual salary starting at \$80,000, to be established according to the profile of the successful candidate;
- Access to a group insurance as well as the Native Benefits Plan (NBP);
- Technological tools (cellular and portable) provided by the employer.

If you are interested in this position, we invite you to send your resume in complete confidentiality, before July 26th 2024 at postedq@faq-qnw.org

Files will be treated with confidentiality. Only those selected for interviews will be contacted.