



EXECUTIVE ASSISTANT

SUMMARY: In keeping with the mission and values of Quebec Native Women (QNW), the Executive Assistant (EA) plays a key role in offering political and administrative support to the organization. The EA ensures the effective coordination of administrative and political processes with the Executive Director and the President in terms of governance, coordination and event logistics. The Executive Assistant is at the heart of all activities to promote the organization and all Indigenous women in Quebec.

REPORTS TO: Executive Director

LOCATION: Hybrid work environment and travel depending on meetings as well as the needs of the President (office in Wendake) and the Executive Director (office in Kahnawake).

TASKS (SUMMARY LIST)

- Act as an administrative, technical and secretarial resource to the President and the Executive Director;
- Organize files, calendars and follow-ups to be carried out with the Executive Director and the President;
- Manage communication with members, the list of members of FAQs, annual reports, by-laws and any other document necessary for the proper management of a non-profit organization;
- Coordinate the FAQ offices;
- Manage correspondence, documents and administrative affairs of the organization;
- Coordinate logistics for meetings and events;
- Perform various tasks in support of the team in connection with FAQ services and programs;
- Perform any related tasks, as required by the organization.

REQUIREMENTS

- DEC in office management or administration; DEP with 3 years of experience may be considered;
- Fluency in French and English, both oral and written;
- Proficiency in Microsoft Office suite and other relevant software;
- Knowledge of the reality of Indigenous communities;
- Ability to travel across Quebec for on-site meetings.

ASSETS

- Knowledge of an Indigenous language;
- Knowledge of the Indigenous political-administrative environment in Quebec.

SALARY: To be discussed, depending on education and experience.

TO APPLY

Send your resume with a one-page document describing your vision of the role of the Executive Assistant by email to:

posteadex@faq-qnw.org
before July 25, 2025, at 5:00 p.m.

Quebec Native Women thanks all those interested; only those selected for an interview will be contacted.