



**JOB OPPORTUNITY**

Training and Development Coordinator - French

<b>POSITIONS TO FILL</b>	1
<b>PERIOD OF EMPLOYMENT</b>	35 hours per week Fall 2023 3-month probation
<b>SCHEDULE</b>	Monday to Friday, 8:30 am -4:30 pm
<b>LOCATION OF WORK</b>	Montreal and/or Work from Home
<b>SALARY &amp; BENEFITS</b>	\$50,000 – 60,000 (\$27.50 – \$33.00/hr) Group Insurance Employer-funded training and development Generous time off Flexible schedule

**The Opportunity**

The FNLMAQL is recruiting an experienced, engaged, and dynamic Training and Development Coordinator (French) to support the mission of the First Nation Lands Managers Association of Québec and Labrador (“FNLMAQL”). The FNLMAQL brings together First Nations from across Quebec and Labrador to further develop, share, and highlight knowledge, capacity and skills pertaining to Indigenous land management. We are looking for the perfect fit to support the Association in a pivotal moment of growth.

**The FNLMAQL**

The First Nation Lands Managers Association for Quebec and Labrador is a bilingual, non-profit, non-political organization whose mission is to unite and assist all its members and indigenous communities to exchange knowledge, ideas and expertise in all areas of Land Management while incorporating our traditional values, beliefs and practices.

The values and principles that drive the Association as a workplace include trust, collaboration, regular dialogue, and valuing everyone’s expertise, experiences and limitations. The Association aims to provide ongoing support to our members, as well as a flexible work environment and promoting a healthy work/life balance for employees.

The Association works closely with the National Aboriginals Lands Managers Association (“NALMA”) to support its mission.

We actively encourage applications from all, including but not limited to, women, Indigenous Peoples, persons with disabilities, visible minorities, and members of the LGBTQ2+ community. We will consider all requests for accommodation in the application and employment process.

To learn more about the Association, please visit our website at [fnlmaql.ca](http://fnlmaql.ca)

## **THE JOB**

Reporting to the Executive Director, the Training and Development Coordinator (French) (“TD-FR”) will be responsible for supporting the provision of the French language offering of the Professional Lands Certification Program of the Association, and all other training and development activities the Association is involved in.

### **Some of the essential job functions are:**

- Act as a resource person for participants undertaking PLMCP or other French education or training opportunities with FNLMAQL and NALMA;
- Conduct outreach and build relationships with educational and training institutions;
- Liaise with and support NALMA instructors;
- Assist in the promotion of the PLMCP or other French education or training opportunities with FNLMAQL and NALMA;
- Organize and Coordinate the monthly FNLMAQL webinar
- Organize meetings, convene participants, take minutes, and prepare the necessary files;
- Coordinate the production and distribution of training material,
- Translate, proofread and edit documentation;
- Assist in the coordinate, trainings and other events;
- Provide ongoing support for the provision of French language services through NALMA;
- Assist in the implementation and evaluation of programs and projects;
- Participate in videoconference meetings on a regular basis;
- Coordinate the maintenance of the Association’s online resource library;
- Conduct regular quality assurance of the French resources available within the FNLMAQL and NALMA;
- Collaborate closely with relevant NALMA staff, trainers, and contractors;
- Assist the ED in other related tasks, as required.

### **Reporting and Collaboration**

The incumbent will collaborate with NALMA staff working within the scope of Education and Training and Communications. They will also collaborate with FNLMAQL employees regularly and report to the Executive Director of the FNLMAQL.

## **THE IDEAL CANDIDATE**

### **General Profile**

The Association is searching for a candidate who genuinely cares about the FNLMAQL's mission. As an organization in a growth phase, the ideal candidate will be interested in learning and growing together as a valued member of team.

Some other aspects of the ideal candidate that are important to us are:

- Outgoing;
- Can work efficiently in an environment with little formal structure;
- Shows initiative;
- Detail-oriented;
- Comfortable giving and receiving feedback;
- Trustworthy and respectful;
- Demonstrated cultural competency;
- Functionally bilingual\*.

### **Requirements**

- A college or CEGEP diploma
- Experience in a teaching, training or coaching role
- A good employment history
- A valid drivers' license
- Fluent in French and functional English.

If you fit the general profile and meet the cited minimum requirements, we encourage you to apply with a cover letter and resume.

### **Bonus Qualifications**

- Experience in communications
- Experience in event coordination
- Experience working with Indigenous communities
- Experience in Land Management
- Fluency in English and French, spoken and written; and
- Knowledge of indigenous language.

If you fit the general profile, meet the requirements, and some (or all!) of the bonus qualifications, we REALLY encourage you to apply!

### **Work Environment and Travel**

We currently have an office space located in Montreal, most employees work in a hybrid formula between home and the office.

The candidate does not have to be in the Montreal area to apply; remote work will be possible.

The incumbent will be required to travel within Canada approximately once every month for 2-4 days.

### **Some of our benefits**

- Extended health and dental insurance through a group plan, paid 100% by the Employer;
- Pension contribution;
- Summer hours;
- Flexible schedule;
- Opportunity to meet and collaborate with Indigenous Nations and organizations across Canada;
- Employer-funded training and development opportunities.

### **The Application Process**

Qualified candidates will be contacted the week of January 15<sup>th</sup>, 2024.

**Deadline for Application is: 11:59 PM EST on January 8th, 2024**

**Send Application by email to**

[info@fnlmaq1.ca](mailto:info@fnlmaq1.ca)

**We thank all applicants for their interest. Only those candidates under consideration will be contacted.**