



## FIRST NATION LANDS MANAGERS ASSOCIATION FOR QUEBEC AND LABRADOR

### JOB OPPORTUNITY ADMINISTRATIVE ASSISTANT (maternity leave replacement)

<b>PERSONNEL REQUIRED</b>	One
<b>PERIOD OF EMPLOYMENT</b>	35 hours per week Contract begins Fall 2025, ends March 31, 2026, with possibility of renewal until Fall 2026
<b>SCHEDULE</b>	Flexible between 7:00 AM and 6:00 PM; standard work week is 35 hours (Monday to Friday)
<b>LOCATION OF WORK</b>	Hybrid. Remote, but also available office space in Montreal work with occasional in-person meetings or training events
<b>SALARY</b>	\$25 to \$30 per hour Health & Wellness stipend Flexible schedule Summer hours

### THE OPPORTUNITY

The First Nation Lands Managers Association for Quebec and Labrador (FNLMAQL) is recruiting an engaged, organized, and driven individual to fill the contract position of Administrative Assistant (maternity leave replacement). 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 actively encourage all those interested to apply including but not limited to Indigenous people, people with disabilities, visible minorities, women, and members of the LGBTQ2+ community. We will consider all requests for accommodation in the application and employment process.

### The FNLMAQL

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

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.

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

## **JOB DESCRIPTION**

The Administrative Assistant will provide administrative, language, event, and communications support to the FNLMAQL, under the supervision of the Executive Director.

### **KEY RESPONSIBILITIES**

#### **Administration**

- Respond to emails and calls in a timely manner
- Organize in-person & virtual meetings, take notes, prepare minutes
- Direct inquiries appropriately and track referrals
- Maintain electronic filing
- Assist in maintaining membership database
- Assist with processing invoices, reimbursements in accordance with FNLMAQL policies

#### **Language Support**

- Review, proofread and edit documents (in English & French)
- Translate documents (English ↔ French)
- Support in maintaining bilingual technical vocabulary glossaries

#### **Events Support**

- Assist with event coordination, including participant registration, venue booking, travel arrangements, accommodation, communications with contractors and participants
- Attend in-person events
- Attend virtual events, assist with technical support & liaising with interpreters

#### **Communications**

- Collaborate on the dissemination of tools, communications, and newsletters.
- Assist with membership-wide mailings

#### **Collaboration & Reporting**

- Participate in internal meetings
- Prepare quarterly progress reports using FNLMAQL's reporting templates.
- Collaborate with other FNLMAQL staff and contractors to support the Associations mission & vision.

## **THE IDEAL CANDIDATE**

## **General Profile**

- Works efficiently in an environment without close supervision
- Can work remotely (from home)
- Detail-oriented
- Comfortable giving and receiving feedback
- Trustworthy and respectful
- Demonstrates cultural competency
- Bilingual (English/French)

## **Requirements**

- Holds a college or CEGEP diploma
- Experience in office administration
- Experience in event coordination
- Shows a good employment history
- Speaks and writes fluent in French and English

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

## **Bonus Qualifications**

- Experience in communications
- Experience in project management
- Experience in land management
- Experience working with Indigenous communities
- Knowledge of an Indigenous language
- Valid driver's license

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.

## **OTHER BENEFITS**

- Wellness stipend
- Summer hours
- Flexible schedule
- The opportunity to meet and collaborate with Indigenous organizations and Nations across Canada
- Cultural leave to exercise Indigenous traditional activities

#### **THE APPLICATION PROCESS**

Position open until filled. Please send your application to [info@fnlmaql.ca](mailto:info@fnlmaql.ca)

Don't wait to apply! We thank all applicants for their interest. Only qualified candidates under consideration will be contacted.