



EMPLOYMENT OPPORTUNITY
Project Manager
Maternity Leave Replacement

PERSONNEL REQUIRED	1
PERIOD OF EMPLOYMENT	June 1 st , 2026 to July 30, 2027
SCHEDULE	35 hours per week, Monday to Friday Flexible schedule between 7:00 AM and 6:00 PM
LOCATION OF WORK	Hybrid: Remote work & office in Montreal Likely travel for occasional in-person events in Quebec or across Canada
SALARY RANGE	\$ 37.00 to \$ 46.00 per hour

THE FNLMAQL

The First Nation Lands Managers Association for Quebec and Labrador (FNLMAQL) is a bilingual, non-profit, non-political organization whose mission is to unite and assist its members and Indigenous communities in exchanging knowledge, ideas, and expertise in all areas of Land Management, while incorporating traditional values, beliefs, and practices. The Association works closely with the National Aboriginal Lands Managers Association (NALMA) to support its mission.

As a workplace, the FNLMAQL is guided by values of trust, collaboration, regular dialogue, and respect for everyone's expertise, experiences, and limitations. We strive to provide meaningful support to our members, a flexible work environment, and a healthy work-life balance for our employees.

THE OPPORTUNITY

Reporting to the Executive Director, the Project Manager will play a key role in coordinating programs, projects, training, and initiatives that advance the goals of the FNLMAQL. This position works closely with internal staff, members, project partners, and external stakeholders, and supervises Program Administration Support.

This role is ideal for someone who is organized, autonomous, and comfortable balancing project management, administration, finance tracking, communications, and collaboration.

Key Responsibilities

- Coordinate and support projects, programs, training, and other initiatives of the FNLMAQL
- Track project budgets, process invoices and claims
- Contribute to funding proposals, reports, and work plans
- Support communications products (reports, newsletters, publications, events)
- Coordinate and participate in in-person and virtual events
- Maintain databases, files, and tracking systems
- Liaise with Indigenous Services Canada (ISC), partners, and national/regional associations



- Support governance, Board reporting, and strategic planning activities

THE IDEAL CANDIDATE

General Profile

- Works effectively with minimal supervision in a remote or hybrid environment
- Highly organized, detail-oriented, and able to manage multiple priorities
- Demonstrates sound judgment, professionalism, and cultural competency
- Comfortable collaborating, giving and receiving feedback, and communicating across teams
- Shares interest in Indigenous land management, capacity building, and collaboration

Requirements

- Postsecondary education (college or university diploma, or equivalent experience)
- Experience in project management
- Experience in event planning
- Experience with budgets, tracking expenses, and basic financial administration
- Strong written and verbal communication skills
- Fluency in both English and French
- Willingness and ability to travel occasionally

Assets

- Experience working with Indigenous communities or organizations
- Experience with training coordination, funding agreements, or governance reporting
- Experience contributing to funding proposals and reports
- Knowledge of an Indigenous language
- Valid driver's licence

WORK ENVIRONMENT

Work is primarily performed remotely, with weekly in-person team meeting at our office space in Montreal. Occasional travel with Quebec or across Canada is required for meetings, training sessions, conferences, or events, some of which may occur on evenings or weekends.

APPLICATION PROCESS

The position will remain open until it is filled. Please send your application to: btoner@fnlmaql.ca.

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