



## Employment Offer: Liaison and Engagement Officer

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**The Secretariat to the Cree Nation Abitibi-Témiscamingue Economic Alliance (SCNATEA) is seeking a Liaison and Engagement Officer.**

### Tasks

Reporting to the general management, the Liaison and Engagement Officer will be responsible for planning, organizing, and coordinating economic networking activities and events in collaboration with SCNATEA personnel. The tasks will be mainly related to the Anishinaabe Communities located in Abitibi-Témiscamingue. Specifically, the Liaison and Engagement Officer will:

- Develop and maintain relationships with various stakeholders (political, economic, community, and social) of the Anishinaabe communities in the Abitibi-Témiscamingue territory and propose contacts facilitating the establishment of partnerships and alliances, thereby maximizing the success of projects and events.
- Develop a work plan and ensure the planning and monitoring of activities and events while ensuring compliance with content, deadlines, and budget.
- Participate at all levels in the development of major organization events, notably the annual conference and networking days, and promote the participation of individuals targeted by their department.
- Promote events to the target audience and mobilize/facilitate the participation of individuals and entities.
- Act as a representative of the liaison and engagement service in their responsible areas and collaborate with relevant partners for the planning, coordination, and supervision of special projects at the local, regional, and interregional levels.
- Represent the organization at events, meetings, seminars, and forums to ensure the organization's presence and visibility within the targeted communities.
- Collaborate in creating content for the organization's social media.
- Perform any other related tasks.

### Profile:

- Diploma in project management, event management, communication, or a related field, or a combination of relevant experience.
- Knowledge of Indigenous realities.
- Experience in a similar role, preferably in an Indigenous context (an asset).
- Very good knowledge of written and spoken French and English.
- Ability to work in a team and handle multiple tasks simultaneously.
- Organizational, coordination, autonomy, and discretion skills.
- Very good knowledge of MS Office suite.
- Graphic design skills would be an asset.
- Demonstrate initiative and resourcefulness, ability to communicate tactfully and professionally.

- Must have a valid driver's license and access to a car.
- In the event of equal competence, priority will be given to First Nations.

**Working conditions:**

- 18-month pilot project, with the possibility of permanent addition to the organization.
- Full-time, 35 hours per week.
- Retirement savings program with employer contribution.
- Employer contribution for supplementary personal insurance (4% of annual salary).
- Office closed during holidays and from noon on Fridays during the summer.
- 5 sick/family days per year.
- Cell phone allowance and parking pass.
- Hourly rate between \$29.08 and \$33.25 depending on combination of education and experience.
- Workplace: in the organization's offices at 624, 3<sup>rd</sup> Avenue, Val-d'Or (Québec), J9P 1S5.

**Starting date:** As soon as possible

**Closing date for applications:** 2024-05-06

**Send your cv to the attention of the Director General, Ms. Julie Martin at:**

**[juliemartin@creenation-at.com](mailto:juliemartin@creenation-at.com)**

**The Secretariat to the Cree Nation Abitibi-Témiscamingue Economic Alliance (SCNATEA)** is a non-profit organization that has been operating for 20 years. Our organization's mission is to promote sustainable links and socioeconomic alliances between the Cree Nation (Eeyou Istchee), Jamésie, Abitibi-Témiscamingue, and Nunavik, in order to foster the harmonious development of these regions. To fulfill this mission, we annually organize several events that promote meetings, stimulate the rapprochement of peoples, and allow for better mutual understanding.

[www.creenation-at.com](http://www.creenation-at.com)

**624 3<sup>rd</sup> Avenue, Val-d'Or, (Québec), J9P 1S5  
819-824-9888**

