



*The VDNFC is an urban service hub, a living environment and a cultural anchor for First Peoples.
Dedicated to well-being, justice and social inclusion, it promotes harmonious
cohabitation in the community.*

JOB OFFER

Project Coordinator

Full-time, contract position for 1 year

The Wabidijan project is implemented by the Social Economy sector – Skills Development component of the Val-d'Or Native Friendship Centre. The project is aimed at upgrading the skills and employability of young aboriginal people aged 18 to 30, in the MRC Vallée-de-l'Or, by offering them culturally relevant work experience in the field of hotel/restaurant services, based on an individualised approach through journeyman/apprentice pairing, as well as workshops allowing them to develop and build the capacities they need to fully participate in the labour market. The coordinator will also have to establish partnerships with enterprises hosting the trainees.

The Val-d'Or Native Friendship Centre is looking for dynamic candidates who wish to participate and engage themselves in carrying out this project.

Duties

The Project Coordinator will be responsible for implementing and coordinating the project. He/she will also be responsible for the project's administrative management, personnel supervision and budget monitoring. He/she will have to develop working tools and participate in the recruitment and selection process for participants. Furthermore, he/she will be providing counselling and assistance services on all aspects of job search and vocational choice.

Moreover, the coordinator will work in close collaboration with the Director of the Social Economy sector to ensure continuous services in skills development.

Requirements and qualifications

Hold a university degree in business administration or a training deemed relevant combined with a 3-year experience in similar duties.

Aptitudes and skills

Have excellent written and oral communication skills;
Demonstrate a keen sense of leadership, marked skills in planning and organisation and be goal-oriented;
Be able to work in a context of development and promote teamwork;
Have in-depth knowledge in report writing and analysis;
Have a good sense of initiative and aptitudes for teamwork;
Be proficient in Microsoft Office suite;
Be proficient in spoken and written French and English.

Interested candidates are invited to send their application at the latest on September 26, 2014, 4:30 pm, at the following addresses:

Val-d'Or Native Friendship Centre
Human Resources Department
1272, 7^e Rue - Val-d'Or (Québec) J9P 6W6
Email: recrutement@caavd.ca
Website: www.caavd.ca

We thank you for your interest in our organization.
Please note that only candidates selected for interview will be contacted.