



JOB OFFER EXECUTIVE DIRECTOR

Application deadline : October 1st, 2021

Presentation of Puamun Meshkenu

Puamun Meshkenu (Innu for the “path of a thousand dreams”) is a non-profit organization started in 2016 by Dr. Stanley Vollant. Since its foundation, the organization works to inspire Indigenous Peoples and support them in developing to their full potential. Just like his ancestor Innu Meshkenu, Puamun Meshkenu initiates projects to have a lasting and meaningful impact on the lives of Indigenous youth and to create a structuring movement for all Indigenous communities in Quebec.

Our mission is to inspire and support Indigenous Peoples to follow their own path of a thousand dreams (or “Puamun Meshkenu” in Innu) in a way that is mentally, spiritually, physically and emotionally holistic.

We accompany Indigenous Peoples so that each individual may develop to their full potential and contribute to increase collective wellness with the support of his community. Our actions promote healthy lifestyles, encourage school perseverance and foster reconciliation.

Job Summary

Under the authority of the Puamun Meshkenu Board of director, the Executive Director has full responsibility for the management of the activities and resources of the organization. The Executive Director ensures the compliance with the decisions of the Board of director in accordance with the laws and regulations. He or she also ensures that the orientations and goals of the Board of director are achieved and the decisions respected. Finally, he or she maintains a link with the participants of Puamun Meshkenu projects et works to build relationships of trust with all partners of the organization.

Responsibilities

- Plan, manage, coordinate and control activities with all employees under his/her responsibility.
- Plan, manage, coordinate et supervise the application, evaluation and updating of the strategic and action plans.
- Oversee the day-to-day operations of the organization to ensure efficiency and effectiveness.
- Develop the internal policies of the organization in collaboration with the Board of directors.
- Plan, manage, coordinate et control the finances of the organization.
- Proceed with the hiring of the resources he/she will supervise.

- Coordinate the preparation of documents to be submitted to the Board of director and to the General Assembly.
- Meet legal obligations and those related to the accountability of the organization.
- Write projects and requests for funding.

Basic requirements

- An undergraduate degree in Administration or any other equivalent diploma.
- A minimum of 5 years of management experience.
- Experience with First Nations communities.
- Ability and interest to work with young people.
- Bilingual (French/English).
- Microsoft Office (Excel, Word, etc.)

Skills and Abilities Expected

- In-depth knowledge of First Nations environments and issues.
- Planning and organizational management skills.
- Ability to analyze and write.
- Ability to work in an organizational development context.
- Sense of diplomacy.
- Creative with a capacity for leadership.
- Ability to work well both independently and with a team as well as possess a good spirit of collaboration.
- Available to occasionally work evenings and weekends.

Selection Process

Only candidates who meet the basic requirements in terms of training, experience and knowledge of First Nations environments will be selected for an interview. For equal skills, priority will be given to First Nation or Inuit candidates. Any candidate meeting the requirements could be selected for the job

Working conditions

- Start date : October 2021.
- Place of work : Primarily in Wendake, and working from home when necessary. Possibility of travel.
- Normal work week : 35 hours per week, flexibility and availability to work outside regular working hours (weekends and evenings).
- Contract : Permanent position
- Salary : Depending on the candidate's qualifications and experience, competitive salary comparable to similar functions.

For more information or to send your resume and cover letter:

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