

Recruitment Notice Communications and Fundraising Officer



Projets Autochtones du Québec (PAQ) is a charitable organization offering shelter and culturally adapted activities and services to homeless and at-risk First Nations, Inuit, and Métis women and men. Located in downtown Montreal, our centre provides emergency shelter and a hot dinner and light breakfast 365 nights a year for 16 women and 36 men. PAQ's transitional housing program offers 16 studio apartments for Indigenous women and men at risk of homelessness, or who are in search of a stable living environment. PAQ provides a sense of belonging and trust developed through community events, psycho-social and crisis support, access to legal and health services, and indigenous cultural and arts programs. As an essential service, PAQ's shelter remains open during the COVID-19 outbreak.

To meet its annual fundraising goals and build a strong community and loyal following of supporters, PAQ has created a new Communications and Fundraising position and is looking for a dynamic and motivated communicator to fill this role. This is a creative role, with responsibility for building and diffusing content across a variety of on-line and print media. It requires outstanding writing skills in English and French to communicate effectively with donors, supporters, and other audiences. Experience with photography, databases, spreadsheets, marketing collateral, media platforms, report writing, and event organization will all be helpful in this role. Knowledge and understanding of issues facing Canada's urban Indigenous populations is also important.

This is a full-time (35 hours per week) 9-month contract (with possibility to renew) based at PAQ in downtown Montréal and funded in part through the Canada Summer Jobs Program. As part of the program requirements the following criteria apply to candidates: 1) be between 18 and 30 years of age; 2) be legally entitled to work in Canada (valid SIN). This role will require the successful candidate to work at least 20% time on site; up to 80% of the work can be completed remotely.

For a full job description, please go to: <http://www.paqc.org/en/home/>.

Applicants are asked to send a short cover letter and CV by **5pm on Thursday May 28, 2020** to emplois@paqc.org. Only applicants selected for an interview will be contacted.

First Nations, Inuit and Métis candidates are strongly encouraged to apply.