



## Job offers and freelance contracts

Are you a passionate, brilliant, team player, who is committed to improving the lives of First Nations, Inuit, and Métis people in Montréal? The NETWORK is [growing](#) and seeks talented individuals of varied profiles to join our team!

**Over the next 4 months, we will be hiring:** Project managers, community researchers, translator, facilitators, an administrative assistant, an office manager, and more!

**Contract lengths** vary between 4 weeks and 2 years, with strong possibilities of renewal.

**Full time and part time** positions and contracts available as well as summer student positions.

**Our office is located in** [Esplanade Montréal](#) (wheelchair accessible).

**Start dates** between March 18th and July 1st, 2019 depending on the position

**Salary** will vary from project to project, and will be determined based on your skills, lived and working experience, and education

The NETWORK offers a stimulating, positive, collaborative, and respectful work environment where you can develop and build upon your pre-existing skills and expertise. We offer **excellent working conditions**, such as: cross-training (learn new skills!), extensive team support, the ability to work from home, flexible work hours, wellness days, as well as individualized career management. At this time, our team strives to make important decisions collectively, respectfully, by consensus, and in a non-hierarchical way. We aim to recruit individuals who are willing to embrace this type of work environment.

We are preparing to launch several new projects in the spring and summer of 2019 and are more than willing to train the right individuals! Upcoming projects include: *Impact evaluation, community policies and strategies, more [tools for allies](#), Indigenous coworking space, fundraising, data and archival projects, organizational restructuring, community gatherings and celebrations, community research, and supporting Indigenous organizations in Montreal.*

We are recruiting for a wide range of positions and responsibilities will vary; **positions will be adapted according to the aptitudes and interests of the selected individuals.** Above all, we

are looking individuals who are team-oriented, collaborative, motivated, and able/willing to perform a wide range of tasks on many projects.

Some examples of skills that we're recruiting for:

- Administrative support and office management: responding to external inquiries and requests (e-mails, telephone), organizing events and meetings, writing and editing reports, bookkeeping and payroll, managing our coworking space (schedule, recruitment, etc.), coordination of the office, database coordination, and more
- Development and writing: writing grant applications, activity reports, policies, position papers, and more
- Translation: English-French and vice versa (Indigenous languages are assets!); revision of texts and translation of documents; whisper translations during meetings
- Research and analysis: secondary (ex. learn from elsewhere, or compile existing data) and primary (ex. conduct interviews, or focus groups), impact assessment, and more
- Group facilitation: support collective efforts (ex. co-creation of a strategy), facilitate meetings, and more
- Communications: newsletters, social media presence, member outreach, and more
- Support Indigenous organizations and NETWORK working committees in their varied needs: incubate new projects, respond to immediate needs, development, and more
- Support in the coordination of the NETWORK, mobilization of members, on a variety of projects, and the general needs of the ecosystem
- And **much more** !

***Do you have another skill that you think will be a good fit for us? Don't hesitate!***

**Ideal candidates:**

- Have a good knowledge of the realities of the Inuit, First Nations and Métis communities in Montreal;
- Demonstrate excellent interpersonal skills, have a team spirit and collaboration, and contribute to the positive and healthy work environment;
- Are motivated, have a good work ethic, and be passionate about improving the quality of life of Indigenous people;
- Have the ability to understand and read French & English, and the ability to speak and write in French and/or English. The ability to communicate in an Indigenous language is an asset!
- Having lived experience is an important asset: The NETWORK strongly values Indigenous expertise and will happily consider the lived experience of candidates in place of formal education. If you are comfortable doing so, candidates with lived experience (like having lived experience in youth protection, homelessness, or other) may mention it in their application and trust that this information will remain confidential.

Eligibility for a wage subsidy (ex. see [Emploi Québec](#), [Canada Summer Jobs](#), or other) is an important asset!

**We want our team to reflect the richness and diversity of our community.** We are gender inclusive, and encourage applications from candidates who are First Nations, **Inuit**, Métis, non-indigenous people with strong connections to the community, youth, elders, those who identify as two-spirit, persons with disabilities, and anyone else who is committed to improving the quality of life of Montreal's Indigenous community. We particularly encourage **francophones** and Indigenous language-speakers to apply.

**Priority will be given to Inuit, First Nations, or Métis, and to those with significant connections to the Indigenous community in Montreal.**

**No deadline to apply** - positions will remain open until filled. Please send a brief cover letter and a resume with two (2) references to: [info@reseauuntilnetwork.com](mailto:info@reseauuntilnetwork.com). Promising candidates will be invited to meet with the current team and discuss their future with the NETWORK.