



# JOB OFFER

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## Project Manager



**Workplace:** Teleworking and occasional travel on the territory

**Schedule:** 35h/week

**Nature of position :** Permanent, salaried

### Job description

**Role:**

Act as project manager for Minwashin. Plan, organize, direct and control various projects in collaboration with the project managers.

### Tasks and responsibilities

- Participate in the Minwahsin management circle;
- Keep a watchful and benevolent eye on projects;
- Ensure delivery of project deliverables, including project reports;
- Implement schedules for each project;
- Keep track of the budget;
- Create project management tools;
- Coordinate communication tools;
- Write grant applications;
- Travel within the territory as required.

### Profile required

**Training:**

Any training or experience in project management.

### Skills required

- Good spoken and written French and English;
- Excellent knowledge of the Office suite;
- To have a good knowledge of the Anicinabe environment, culture and history;
- Solid writing skills;
- Good management of priorities;
- Ability to work in a developing and intercultural context;
- Demonstrate initiative and creativity;
- Demonstrate openness and ability to listen;
- Valid class 5 driver's license and access to a vehicle.
- Accounting knowledge is an asset.

### Years of experience required

5 years' experience in project management

Send your application by email to: [marie-pier@minwashin.org](mailto:marie-pier@minwashin.org) or by mail at:

Minwashin  
155, Dallaire Avenue, Rouyn-Noranda (Quebec) J9X 4T3

**Application deadline: April 22, 2024**

Only those selected for an interview will be contacted. For equal competence, the application of an Anicinabe person will be preferred.