

JOB COMPETITION



POSTING PERIOD: JULY 10 TO JULY 24, 2026

1-year contract (maternity leave replacement)

COMMUNICATIONS ADVISOR

RESPONSIBILITIES

Under the supervision of the communications and IT strategy director, the communications advisor acts as an expert consultant for all internal and external communications activities. The communications advisor helps plan, develop, implement and evaluate all activities aimed at promoting the organization and contributing to its positioning and reach.

REQUIREMENTS

- Bachelor's degree in communications, public relations, journalism, political science or other related discipline
- A minimum of 3 years of relevant experience

SKILLS AND ABILITIES

- Knowledge or experience in the field of public relations or organizational communications
- Demonstrated ability to analyze, synthesize and adapt complex content to engage varied target audiences
- Proven experience and skills in writing informational, communications and promotional content
- Political acumen and excellent judgment
- Ability to interact and work effectively with numerous interveners
- Ability to multitask and meet deadlines
- Proficiency in working with various digital and computer tools, platforms and applications (including the Microsoft Office suite and digital communications tools)
- Excellent command of written and spoken French
- Sense of responsibility
- Demonstrated planning and organizational skills
- Rigour, attention to detail and a commitment to quality work
- Team player with a collaborative mindset
- Adaptability
- Good command of English

Work location

Regroupement des centres d'amitié autochtones du Québec

85 Bastien Boulevard
Wendake, QC G0A 4V0

Start date : September 2026

Salary range

\$63,471\$ to \$85,423

Advantages

- A stimulating and enriching work environment
- Flexible work hours

Status

Full-time employee (35 hrs/week)

1-year contract

Occasional travel

To apply

Deadline: July 24, 2026 at non

Email your CV and a cover letter to:

Nancy Jourdain,
Assistant Executive Director
rh@rcaaq.ca

Please note that only applicants selected for an interview will be contacted.

Priority will be given to First Nations and Inuit candidates.

TASKS

More specifically, the communications advisor:

- Provides communications advice and expertise, recommends effective strategies based on best practices, and designs and implements communications plans
- Establishes and maintains contacts with journalists, proposes media relations initiatives, prepares and supports spokespeople for public appearances, develops and oversees press events, and maintains a record of media coverage
- Provides editorial guidance and develops, writes or reviews various content, documents, organizational messages and tools (reports, press releases, speeches, briefs, Q&As, newsletters, web content, etc.) tailored to different audiences, simplifying information to make it accessible, readable, consistent and effective
- Contributes to defining an organizational tone, ensuring compliance and consistency across all official documents
- Designs and deploys relevant awareness-raising, promotional and advocacy campaigns that support the organization's work
- Plans, creates and adapts content for digital and social platforms, ensures its distribution, manages the community, analyzes reach and monitors industry trends
- Participates in identifying opportunities, platforms and public activities to position the organization and raise awareness of urban Indigenous realities
- Monitors the ecosystem related to the organization's mission and implements actions when necessary
- Collects and analyzes various data to evaluate the impact of initiatives implemented and proposes optimization solutions
- Provides support for planning, organizing and coordinating special events and ceremonies that promote the organization and its activities
- Works to produce projects in collaboration with various external teams
- Supports Movement entities to maximize the impact of communications activities
- Represents the organization's values, defends its interests and, when necessary, acts as a spokesperson
- Contributes to achieving the department's strategic objectives through all other tasks related to the position