

JOB COMPETITION



POSTING PERIOD: JULY 2 TO JULY 17, 2026

Community Mobilization in Living Environments Department

LIVING ENVIRONMENTS COORDINATOR

RESPONSIBILITIES

Under the supervision of the RCAAQ's community mobilization in living environments director and in collaboration with the Société immobilière du RCAAQ, the living environments coordinator plans, organizes, directs and evaluates the activities of the living environments and fosters a spirit of community mutual support. They supervise and support teams in the various living environments. They also ensure the delivery of programming and support services to resident students.

REQUIREMENTS

- University degree in a relevant field (e.g., management, social work, community organization, etc.)
- Experience working with community organizations
- Experience managing staff
- Work experience in a community setting and in event management
- Skills in project management, as well as activity coordination and facilitation
- Excellent interpersonal skills and ability to work with a diverse team
- Strong organizational and time-management skills
- Ability to resolve conflicts and handle sensitive situations
- Initiative, creativity and ability to work independently
- Strong written and oral communication skills
- Sensitivity to First Nations issues, community life and student well-being

SKILLS AND ABILITIES

- Adherence to the mission and values of the RCAAQ and Société immobilière du RCAAQ
- Team spirit
- Problem-solving
- Autonomy
- Leadership
- Good prioritization, planning and organizational skills
- Community spirit
- Professional ethics
- Respect for confidentiality
- Commitment to service excellence
- Mastery of the Microsoft Office suite
- A valid driver's licence
- Availability for frequent business travel and overnight stays

Work location

Regroupement des centres d'amitié autochtones du Québec

85 Bastien Blvd.
Wendake, QC G0A 4V0

Operating site: Yahndawa'

Salary range

\$72,363 to \$97,388

Advantages

- A stimulating and enriching work environment
- Pension plan
- Group insurance

Status

Regular full-time employee (35h)
Remote work possible

To apply

Deadline: July 17, 2026, at noon

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 living environment coordinator:

1. Coordinates activities and support services

- Plans, organizes and implements varied community activities (cultural, social, educational) adapted to the needs of resident students in the various living environments
- Supervises and supports teams in the living environments, and conducts performance evaluations
- Ensures the quality and diversity of the proposed activities, guaranteeing their accessibility to all students
- Ensures the proper management of activity programming and support services for living environment residents, in compliance with the Native Friendship Centre Movement's values

2. Provides support, guidance and intervention

- Offers counselling, support and guidance services to community organizers and interveners in the living environments
- Takes action, in collaboration with local partners and interveners, to meet the individual or collective needs of residents and supports them in conflict resolution
- Provides a listening and supportive role, actively working toward resident integration and the development of a climate of mutual support and solidarity

3. Continuously improves the quality of living environments

- Identifies the needs of students and their families, and implements, in collaboration with partners, concrete actions to improve the quality of the living environment
- Ensures that the approaches implemented respect the values of the Native Friendship Centre Movement
- Participates in the regular evaluations of activities and services, and proposes improvements
- Contributes to the development of action plans to strengthen community spirit and student well-being in the living environments

4. Manages partner relationships

- Maintains and strengthens harmonious relationships with Société immobilière du RCAAQ, residents, interveners and other players involved in living environment services
- Works in close collaboration with the establishment's other services to ensure the continuity and consistency of actions taken
- Ensures effective communication among all interveners, fostering a cooperative work environment
- Manages partner relationships
- Collaborates with players

5. Performs monitoring and reporting

- Prepares regular reports on activities, successes and challenges encountered in the living environments
- Liaises with management to report on project progress and the impact of proposed activities
- Does administrative follow-up for activities (budgets, human resources, logistics) and services provided

6. Develops and manages resources

- Identifies and manages the material, human and financial resources required for community activities
- Organizes training sessions for interveners and community organizers to ensure the quality of living environment services

CONDITIONS

- Full-time position
- Travel between the various living environment sites

This job may be subject to change based on organizational needs and project evolution.