



Position: Manager of Funding Development and Administration

****Priority will be given to Indigenous candidates. For this reason, please identify if you are Indigenous in your letter. ****

The First Peoples Justice Centre of Montreal (FPJCM) is a young organization that works in partnership with the Indigenous community and the justice system in Montreal to support, inform and empower Indigenous persons in addressing their justice issues. The FPJCM also aims to Indigenize the justice system, including educating key players and is in the process of creating justice alternatives, in order to support Indigenous persons in a fair, culturally respectful and restorative way.

The position:

The Manager of Funding Development and Administration works closely with and reports to the Executive Director.

The Manager is responsible for:

- Writing funding applications and funding reports
- Managing daily finances with the help of our bookkeeper
- Managing the Center's budget in conjunction with the Executive Director
- Assisting the Executive Director with other administrative and operational tasks as needed, such as scheduling meetings

As a person, the ideal candidate will have several of these assets:

- Post-secondary education in social sciences, social work, law or another relevant field or equivalent experience;
- Experience working in administration and financial management;
- A team-oriented approach and believes in the FPJCM's vision;
- Great organizational, coordination and time management skills;
- The ability to maintain confidentiality with sensitive client information;
- Computer knowledge of Microsoft Word, Excel, PowerPoint, internet, email;
- An equivalent combination of lived and/or professional experience.
- A very effective communicator, orally and in writing, in French, English and preferably one Indigenous language;

Salary: Competitive salary and benefits, including wellness days and extended health benefits.



Centre de justice
des Premiers Peuples de Montréal
First Peoples Justice Center
of Montréal

How to apply

Interested persons are invited to submit their resume and a letter of outlining their motivation and qualifications for this position to hr@ssoars.com

Please note that your references will only be contacted if you have been selected for an interview and with your consent.

Application Deadline: April 14, 2022 at 4:00 pm

The posting will remain open until the position is filled.