

leadership

Cree Women of Eeyou Istchee Association Association des Femmes Cries de Eeyou Istchee

CREE WOMEN OF EEYOU ISTCHEE ASSOCIATION- JOB POSTING Cree Men of Eeyou Istchee Association (CMEIA)- Regional Coordinator

The Cree Men of Eeyou Istchee Association (CMEIA) is seeking a skilled and resourceful Regional Coordinator, Reporting to the President, the Regional Coordinator will support relationship-building efforts between CMEIA and various entities within Eeyou Istchee. This position plays a key role in advising on Cree Culture, Language, engagement, reconciliation, and partnership development. The coordinator will also lead initiatives to advance community development through partnership facilitation and project coordination.

Key Responsibilities:

- Manage communication and coordination among CMEIA stakeholders.
- Organize CMEIA meetings, events, and projects.

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- Assist with the ongoing development of CMEIA as an organization.
- Help draft and implement by-laws and organizational structure under the guidance of the President and Board of Directors.
- Research funding opportunities and write proposals to secure long-term funding for CMEIA's administration and programs.
- Monitor and oversee the successful completion of projects, ensuring adherence to budgets and deadlines.
- Manage a team of staff when necessary.
- Establish and maintain relationships with clients, organizations, and external partners.
- Schedule and organize meetings with various parties involved in CMEIA's work.
- Communicate with clients and staff regarding project performance.
- Promote economic development and identify emerging opportunities for community partnerships.
- Collaborate with various Cree Nation entities, such as the Cree Nation Government, Cree Justice Officers, and the Cree School Board.
- Support community outreach and engagement activities related to CMEIA's goals.
- Assist in developing training tools and workshops to improve cultural competency and overall community development.

Qualifications:

- Fluency in Cree and English is required; French is an asset.
- Proficiency in Microsoft Word, Excel, PowerPoint, Canva, and Outlook.
- A diploma in project or event management, or 3 years of relevant experience.

PO Box 905 Chisasibi, QC **JOM 1E0** www.cweia.ca





trust = tradition

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Skills and Abilities:

- Strong organizational, communication, and presentation skills.
- Ability to promote positive change and facilitate conflict resolution.
- Open to travel and working flexible hours, including occasional weekends.
- Capacity to work independently and take initiative.
- Deep understanding of Cree Culture and Language.
- Strong problem-solving and critical-thinking abilities.

Employment Conditions:

- A valid driver's license is required.
- The role requires occasional overtime and after-hours meetings.
- Travel within Eeyou Istchee will be required.

This position is ideal for someone highly organized, passionate about community development, and committed to advancing the cultural and social well-being of the Cree people.

Job Title:	Regional Coordinator
Work Location:	Remote work in Eeyou Istchee – Work from Home
Job Category:	Full Time Contractual
Salary:	Starting Salary is \$55,000.00
Work Hours:	35 hours week
Other work Conditions:	Possibility of Evenings and Weekends depending on Events
Hiring Priority:	Cree Beneficiary – Unemployed – ASD Criteria
Posting Date:	March 17 to 28, 2023

Please submit your cover letter and resume to the CWEIA's Executive Director via email to <u>director@cweia.ca</u> before the deadline of March 28, 2025 @ 5:00 pm.

CWEIA would like to thank all interested applicants.