



ᐃᑭᑦ ᐃᑭᑦ ᐃᑭᑦ ᐃᑭᑦ ᐃᑭᑦ ᐃᑭᑦ ᐃᑭᑦ ᐃᑭᑦ ᐃᑭᑦ ᐃᑭᑦ ᐃᑭᑦ

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

CREE WOMEN OF EYYOU ISTCHEE ASSOCIATION- JOB POSTING Office Assistant- CWEIA

Essential Duties and Responsibilities of the Office Assistant

The Office Assistant, under the direction of the Executive Director and Assistant Director, is expected to demonstrate responsibility and independence while performing various administrative and clerical tasks. This role involves providing essential support to the Executive Director and Assistant Director with daily office needs and managing key administrative activities.

Key Responsibilities:

- Compose and distribute emails, memos, correspondence, letters, and other documents
- Schedule meetings and take minutes as required
- Assist in the preparation of regular reports
- Develop and maintain an organized filing system
- Order office supplies, equipment, and other necessary items
- Maintain and update contact lists, including the Board of Directors
- Coordinate travel arrangements and logistics for meetings/events
- Input data into systems (e.g., membership forms) and update mailing lists (e.g., Mailchimp)
- Perform other duties as assigned by the Executive Director and/or Assistant Director

