

courage change support values

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

CREE WOMEN OF EEYOU 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





trust tradition

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

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

Requirements:

- · Currently unemployed
- Proven experience as an Administrative Assistant or Office Assistant
- Knowledge of office management systems and procedures
- Familiarity with office equipment, such as printers and fax machines
- Proficiency in MS Office (Word, Excel, PowerPoint, Publisher)
- Excellent time management skills with the ability to prioritize tasks
- Strong written and verbal communication skills
- Exceptional organizational abilities and multitasking skills
- High school diploma or equivalent; additional qualifications in administrative support or secretarial training are a plus
- Willingness to work outside regular office hours, including evenings and/or weekends
- Potential for some travel
- Ability to work remotely and be self-sufficient
- Capable of working independently with minimal supervision

Job Title:	Office Assistant
Work Location:	Remote work in Eeyou Istchee – Work from Home
Job Category:	Full Time Contractual
Salary:	Starting Salary is \$45,000.00 (\$1731.00 bi-weekly)
Work Hours:	35 hours week
Other work Conditions:	Possibility of Evenings and Weekends depending on Events
Hiring Priority:	Cree Beneficiary – Unemployed – As Per ASD Criteria
Posting Date:	March 17 to 28, 2025.

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

CWEIA would like to thank all interested applicants!