

OPPORTURS

REMOTE WORK-APPLY NOW

CWEIA- Executive Director

Where to apply:

Address CV and cover letter to: director@cweia.ca CWEIA: A Non-Profit Empowering Women & Families. December 16, 2025 to **January 5, 2026** (deadline)



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

Employment Opportunity

The Cree Women of Eeyou Istchee Association (CWEIA) aims to inspire and celebrate Eeyou-Eenou Iskweu through healing, cultural preservation, and socio-economic growth. If our values resonate with you, we invite you to join our team as our:

Executive Director

Cree Women of Eeyou Istchee Association (CWEIA)

CWEIA is a rapidly growing non-profit organization dedicated to improving the well-being of Cree women and girls. We are currently working on several key initiatives and are seeking a dynamic, experienced, and motivated **Executive Director** to join our team full-time and help advance our vision. CWEIA wants a committed and skilled Executive Director to lead the organization in reaching its strategic goals, managing resources efficiently, and building strong partnerships with stakeholders. The Executive Director will oversee financial management, Human Resources and staff development, program execution, and board relations, ensuring CWEIA's operations and projects are successful and sustainable.

Key Responsibilities

- Manage financial planning, create and track budgets, and guarantee efficient use of resources to support CWEIA's operations and projects.
- Lead, coach, and support staff to foster a capable and motivated team.
- Maintain consistent and effective communication with the Board and President; enable productive meetings and planning sessions.
- Implement the strategic plan through well-organized staff work plans, research, and program development.
- Develop proposals and write reports for funding and organizational purposes.
- Build and maintain strategic partnerships with stakeholders to achieve mutually beneficial goals.
- Represent CWEIA professionally, upholding the organization's reputation within communities and with partners.

Why Join CWEIA?

- Your work directly supports Cree women, culture, community, and empowerment
- Join a supportive and flexible workplace environment
- Opportunities for learning, leadership growth, and meaningful impact
- A collaborative environment that values initiative, respect, and personal development

Qualifications

- Diploma in business administration, management, or a related field OR at least 3 years of relevant experience
- Fluency in Cree and English; strong written English skills (French is an asset)
- Ability to travel and work a flexible schedule, including occasional evenings and weekends

Position Details

- Status: Full-time contractual Replacement
- Location: Cree community in Eeyou Istchee / Remote work options available
- **Salary Range:** Maximum hiring rate: \$65,000 \$80,000
- Priority will be given to Cree beneficiaries
- CWEIA reserves the right to carry out a background check before hiring.

How to Apply

Please submit your CV and a cover letter to: director@cweia.ca

Deadline: January 5, 2026

Contact us if you would like a full copy of the detailed job description.

info@cweia.ca or communications@cweia.ca