

CREE WOMEN
OF EYYOU
ISTCHEE
ASSOCIATION



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JOB OPPORTUNITIES



REMOTE WORK-APPLY NOW

CMEIA- Men's Regional Coordinator

Address CV/resume to Tina Mark – Executive Director

Email: director@cweia.ca

CWEIA: A Non-Profit Empowering Women & Families.

August 27, 2025 to **September 8, 2025** (deadline)

Remote role. Bilingual (EN/FR) is an asset. Only shortlisted candidates will be contacted. Accessibility accommodations available on request.



Cree Women Of Eeyou Istchee Association
Association des Femmes Cris De Eeyou Istchee

The Cree Men of Eeyou Istchee Association (CMEIA) is looking for a confident and resourceful Regional Coordinator. Reporting to the President, the Regional Coordinator will help build relationships between CMEIA and various groups within Eeyou Istchee. This role is important for providing advice on Cree Culture, Language, engagement, reconciliation, and partnership growth. The coordinator will also lead efforts to promote community development by fostering partnerships and managing projects.

Key Responsibilities:

- Oversee communication and coordination among CMEIA stakeholders.
- Coordinate CMEIA meetings, events, and projects.
- Support the ongoing development of CMEIA as an organization.
- Assist in drafting and implementing bylaws and organizational structure under the guidance of the President and Board of Directors.
- Explore research funding opportunities and prepare proposals to obtain long-term support for CMEIA's administration and programs.
- Supervise and ensure the successful completion of projects, maintaining compliance with budgets and deadlines.
- Manage staff as needed.
- Establish and maintain relationships with clients, organisations, and external partners to promote effective collaboration and mutual growth.
- Arrange and coordinate meetings with all parties involved in CMEIA's work.
- Communicate with clients and staff about 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 that align with CMEIA's goals.
- Assist in developing training tools and workshops to improve cultural competency and overall community development.

Qualifications:

- Fluency in both Cree and English is required; proficiency in 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.

Head Office
P.O. Box 905
Chisasibi, Qc J0M 1E0
www.cweia.ca



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Cree Women Of Eeyou Istchee Association
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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 necessary.

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:	August 27 to September 8, 2025

Please submit your cover letter and resume to the CWEIA's Executive Director via email to director@cweia.ca before the deadline, September 8, 2025, @ 5:00 pm.

CWEIA would like to thank all interested applicants.

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