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

## JOB POSTING Posting Date: July 15 to 29, 2020 @ 4:30 pm

The mission of the Cree Women of Eeyou Istchee Association (CWEIA) is to inspire and value Eeyou-Eenou Iskweu through healing, culture and socio-economic development. If you share our values, we would welcome you on our team as our:

# **Events & Communications Coordinator**

CWEIA is a fast-growing non-profit organization that is carrying out its vision, which includes the implementation of a number of exciting projects for this year and the future. We are looking for a dynamic full-time Events & Communications Coordinator to:

- Coordinate logistics for CWEIA's meetings and events
- Make proper arrangements for facilitators and participants for meetings and events
- Ensure effective management of meetings and events by working out any issues related to meeting rooms, accommodations, catering, travel, etc.
- Ensuring clear communications with all participants in meetings and events, to make sure that they all know what to expect in terms of travel, accommodations, logistics, length of meetings;
- Using a variety of means to communicate with meeting and event facilitators and participants, including phone calls, text messages, emails, updating of Facebook page and all other social media platforms when and if needed as necessary.
- Ensure information about CWEIA and its events are publicized.
- Ensuring that CWEIA is recognized as an open and transparent organization, through its communications with members, stakeholders and partners.
- Create, monitor and upload content to CWEIA's social media platforms and ensure website is accurate and regularly updated.
- Provide technical support for online events.
- Develop digital content such as stories, blogs, social posts, advertisements, press releases and mass emails, etc.
- Coordinate the development of printed promotional materials such as newsletters, CWEIA's annual report, and other documents

### Why should you apply?

- We offer a good set of benefits to our team members
- We provide opportunities for growth by encouraging initiative and learning
- We count on you to help us develop as an organization
- We will give you a positive work environment, so that you may grow as a person

#### **Qualifications:**

- Diploma in a field related to project or events management, or 2 years of experience in a relevant position
- Fluency in Cree and English; ability to write documents in English
- Fluency in French is an asset
- Open to travelling and to working a flexible schedule (availability for occasional weekends and evenings)

#### To apply:

- Please send your CV and a presentation letter to Tina Mark-Ottereyes: director@cweia.ca
- Posting Date: July 15, 2020 to July 29, 2020 4:30pm
- If you would like a copy of the full job description please contact us

#### Notes:

- Location of position: Eeyou Istchee
- Cree Beneficiary of JBNQA
- Priority will be given to candidates eligible under ASD criteria (currently unemployed)
- CWEIA reserves the right to carry out a background check prior to hiring