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

Job Opportunity

2nd Posting - November 25 to December 2, 2022

Manchaadau Assistant Coordinator

Cree Women of Eeyou Istchee Association (CWEIA) is looking for a skilled Manchaadau Assistant Coordinator to work under a one (1) year contract starting November 2022 to November 2023. The mandate is to coordinate building of traditional dwellings with the help of local elders and with the support of the local men groups to raise awareness on Domestic Family Violence (DFV). To promote traditional teachings for men's roles in society.

Core results expected from the position

- Responsible for overseeing projects and events.
- Manage a working/projects team.
- Desire and passionate in helping others.
- Create a support system via collaborative approach with Cree Nation Government Justice and Corrections Department's Reintegration Officers, Community Justice Officers and the Corrections Programs Coordinator in Eeyou Istchee.
- Establish, build and maintain working relations between the band councils, Cree School Board, Cree Health Board and Cree Nation Government.
- Required to write biweekly and quarterly progress reports.
- Must be willing to travel when required.
- Other duties/responsibilities as assigned.

Ability and skills

- Highly organized, well developed and demonstrating facilitation in presentation skills.
- Strong conflict resolution critical thinking and problem-solving skills.
- Knowledge of Cree Culture and Language.
- Knowledge of Microsoft Office applications, Canva, Publisher and others.

Requirements

- Speak, read and write: Cree and English. French is considered an asse.
- Work from home and have own office equipment (including laptop).
- Valid Driver's License

Working conditions

- The work requires attendance at meetings, trainings or events after regular working hours
- Flexible schedule

Salary range: Minimum: \$ 30,000.00 – Maximum: \$40,000.00

Work location: Eeyou Istchee

Please submit your cover letter and resume to Tina Mark Ottereyes, Executive Director via email to director@cweia.ca before the deadline on December 2, 2022 @ 5:00 pm.

CWEIA would like to thank all interested applicants.

Head Office
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