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

## **Employment Opportunity – 6-Work Experience Program**

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. 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:

### **Office Assistant**

We are looking for a dynamic person to work as an Office Assistant under a six-month work experience program under the General Direction of the Executive Director to provide clerical support the staff.

- · Types correspondence, meeting notes and edits documents for accuracy
- Schedule meetings and assists in preparation of meetings
- Assist in the preparation of regular scheduled reports
- Orders office supplies and obtain quotes for various purchases/projects
- Maintain and update contact lists, and the Board of Directors list
- Makes travel arrangements
- Enter data into the system (Membership forms)
- Assist coordinators with project planning
- Other duties as required by the Executive Director and/or Assistant Director

#### Requirements

- Proven experience as an Administrative Assistant or Office Admin Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment
- Proficiency in MS Office, excel, power point, word, publisher
- Excellent time management skills and the ability to prioritize work
- · Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School diploma or equivalent to; additional qualification as an administrative assistant or Secretary will be an asset
- 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
- Deadline: July 4, 2022 at 5:00 p.m.

#### Notes:

- Location of position: Eeyou Istchee
- Priority will be given to candidates eligible under the ASD Youth Work Experience program criteria (currently unemployed, age 16-30)
- Duration of Employment is 6 months
- CWEIA reserves the right to carry out a background check prior to hiring