

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to prioritize and delegate tasks.
- Possess speaking and presentation skills.
- Ability to create and present ideas and budgets in a variety of formats.
- Proficient with Computers, Microsoft Office Suite or related software.
- Fluency in Cree and English; ability to write documents in English
- Fluency in French is an asset
- Ability to travel and to work a flexible schedule (availability for occasional weekends and evenings)

Education and Experience:

- Diploma in business management or related field preferred
- 2+ years experience in related field, or supervisory position

Job Title:	Assistant Director
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
Posting Date:	August 9 to 23, 2023

Please submit your cover letter and resume to the Executive Director via email to director@cweia.ca before the deadline August 23, 2023 @ 5:00 pm.

CWEIA would like to thank all interested applicants.