



CREE NATION OF CHISASIBI

P.O. Box 150
Chisasibi, Quebec J0M 1E0

Tel.: (819) 855-2878 Fax: (819) 855-2875

JOB OPPORTUNITY

TITLE: **EDITOR (Waaskimaashtaa Newsmagazine) - Replacement**

CORE FUNCTION: Under the supervision and direction of the Brighter Futures Programs Administrator, the Waaskimaashtaa Newsmagazine Editor will be responsible for the publication and distribution of the community newsmagazine – Waaskimaashtaa. The Editor will review, evaluate and edit material for publication, co-ordinate the activities of other staff and make changes in content, style and organization. He/she will proofread copy to be published. Will confer with others regarding revisions to copy. The Editor will plan layout or format of copy according to space allocations and significance of copy.

MAIN DUTIES:

- Encourage people of all ages to write (stories, etc.) for the newsmagazine;
- Will assure production deadlines are met;
- Plan coverage of upcoming events;
- Collect local news through interviews, investigation and observation;
- Write news stories for publication;
- Receive, analyze and verify news and other copy for accuracy;
- Contact entities/committees, etc. for news, upcoming events;
- Will take photographs and edit them;
- Write editorials and commentaries on topics of current interest to stimulate public interest;
- Will conduct research to establish factual content and to obtain other necessary information;
- Will make copies of the final product and ensure its distribution to the community on a monthly basis;

EMPLOYMENT REQUIREMENTS:

- Must be able to use DSLR camera (*for example: Nikon and/or Cannon*);
- Must have Secondary Five Diploma or equivalent;



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- Must be able to communicate in Cree, English and French would be an asset;
- Experience in journalism, writing and publishing;
- Good organizational skills;
- Good working knowledge of computer programs – Publisher and Word;
- Must be able to write stories;

EMPLOYMENT CONDITIONS:

- Must be able to work on your own with little supervision.
- Must be willing to work nights, weekends & holidays.
- On-contract – replacement
- Salary Range: \$36,000 minimum to \$48,230 maximum annually depending on education and experience.

Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Que.
J0M 1E0

Or via email to: jobposting@chisasibi.ca

**Posting Date: October 22, 2024
End of Posting: November 5, 2024**

***APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM ***