



## CREE NATION OF CHISASIBI

P.O. Box 150  
Chisasibi, Quebec J0M 1E0  
Tel.: (819) 855-2878 Fax: (819) 855-2875

## **JOB OPPORTUNITY**

**TITLE:** Programs and Activities Coordinator of Elders Program

**LOCATION:** CREE NATION OF CHISASIBI

**CORE FUNCTION:** Under the direction and supervision of the Director of Social and Cultural Development. The Programs and Activities Coordinator of Elders Program shall be responsible for coordinating the Elders program, activities and events to promote traditional activities and cultural teachings and help increase, maintain and revitalize Cree Culture and traditions.

**DUTIES & RESPONSIBILITIES:**

- Plan, Coordinate and execute activities/events for Elders.
- Assist with research respecting Cree heritage to promote increased awareness of Cree traditions, customs, values and culture.
- Collaborate with other entities and local committees to promote cross-cultural understanding.
- Promote increased understanding of appreciation for Cree oriented methods through relevant Cree traditional, customs, values and philosophies.
- To ensure that Elders are visible at events and meetings.
- Encourage traditional teachings for every aspect of Cree culture for the benefit of the community.
- Support and provide the revival of Cree ceremonies, rituals and traditional methods of healing.
- Provide activities to ensure the survival of Cree culture, in a physical and spiritual manner



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- Provide reports on all activities/events on a quarterly basis to the immediate supervisor and prepare financial reports, which include costs for all activities/events.
- Prepare all paperwork required when hiring temporary/casual employees. For example, make sure certain timesheets are filled out, do paperwork for backup payments, provide information to Human Resources Department and Payroll Department when required.
- Will be responsible to sign timesheets for all temporary/casual employees hired.
- The coordinator will work to promote:
  - a) Awareness of the Cree Culture and activities, and
  - b) The vitality and sustainability of Cree Culture, customs and practices
- The coordinator will provide administrative assistance and support to the Elders Council including, without limitation,
  - a) Attending meetings of the Elders Council
  - b) Acting as the secretary and moderator at meetings of the Elders Council and Assembly of Elders,
  - c) Recording attendances at meetings and providing the record to CNC,
  - d) Keeping the books and relevant documents of the Elders Council,
  - e) Acting as a liaison between the Elders Council and CNC,
  - f) Preparing the budget for Elders Council,
  - g) Planning and carrying out activities, ceremonies, and events of the Elders Council,
  - h) Conducting research on Cree Culture, and
  - i) Carrying out the directives of the Elders Council
- The coordinator will, with respect to the programs and services for Elders,
  - a) Ensure continuity in programs and services to address needs of Elders



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- b) Identify the needs of Elders
- c) Elaborate and recommend CNC programs and services to address the needs of Elders,
- d) Identify organizations offering services to Elders,
- e) Identify funding sources for programs and services for Elders,
- f) Collaborate with local, regional, provincial and national organizations and agencies to identify and deliver services to Elders and,
- g) Do things aimed at improving the quality of life and security of Elders.

- In addition, the coordinator must prepare an annual report to Council on the activities of the Elders Council.
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
- May be required to provide assistance to other departments.
- Perform any other tasks required by Supervisor.

### **EMPLOYMENT REQUIREMENTS:**

- Knowledge of CNC operations and management of an office and program coordination
- Awareness of and respect for Cree traditional lifestyle (activities and events are geared to this aspect)
- Must speak Cree fluently
- Must have a High School Diploma
- Should maintain a valid Driver's License
- Some knowledge of a computer is essential
- Good planning and organizing skills
- Ability to multi-task



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- Liaison for Local and Regional entities

### **EMPLOYMENT CONDITIONS:**

- Full-time – 35 hours per week
- Flexible work week and hours (activity may include weekends, holidays and office closures)
- Salary Range \$58,039.80 (minimum) – \$75,080.67 (maximum) depending on education and experience

**For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.**

**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

Or via email to: [jobposting@chisasibi.ca](mailto:jobposting@chisasibi.ca)

**Posting Date: January 14, 2026**  
**End of Posting: February 2, 2026**

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