1 RIVERSIDE DRIVE
CHISASIBI, QUEBEC
BOX 150, JOM 1E0

(819) 855-2878
www.chisasibi.ca

CREE NATION OF CHISASIBI – JOB OPPORTUNITY

SECOND POSTING

JOB OPPORTUNITY

TITLE: **ADMINISTRATIVE ASSISTANT – REPLACEMENT POSITION**

DEPARTMENT: **YOUTH DEVELOPMENT**

CORE FUNCTION: Under the direct supervision of the Cree Nation of Chisasibi Youth Development Coordinator/Liaison Officer, the Administrative Assistant will provide general office duties, be involved in a broad range of activities, and help ensure the completion of projects and initiatives.

DUTIES AND RESPONSIBILITES:

- Type correspondence on Word, Excel and Canva
- Open, sort and distribute/route incoming mail and other material;
- Provides general information to clients and the public;
- Answer telephone calls, relay messages;
- Photocopy and collate documents for distribution, mailing and filing;
- Set up and maintain information filing system;
- Prepare meetings;
- Prepare routine correspondence, prepare & process office forms (requisition forms, back-up for payment, etc.);
- Compile data, statistics and other information upon request;
- Prepare routine reports;
- Review and proofread outgoing documents and correspondence to ensure grammatical usage;
- May be responsible for collecting and transporting money and submitting money reports to the CNC finance department;
- Sort, process and verify applications, receipts, expenditures, forms and other documents in accordance with established procedures, guidelines and schedules;

- Prepare the advertising of programs available to the youth using various avenues (radio, TV, newsletter, posters, social media, etc.);
- Assists with the administration of workshops, programs and other events by sending out invitations, booking rooms and arranging for catering.
- Assist coordinating workshops/activities using local, regional or specialized organizations to facilitate or animate.
- Assist coordinating a variety of social, leisure and/or recreational programs for the youth and/or community.
- 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 other related tasks as assigned by your supervisor.

EDUCATION AND WORK REQUIREMENTS:

- Must have a Secondary V Diploma.
- Completion of any post-secondary education is an asset.
- Should have some experience working with youth.
- Must be punctual, reliable, outgoing, and creative.
- Must have excellent organizational, leadership and communication skills.
- Must possess strong administrative and organizational skills.
- Must have a high sense of confidentiality.
- Must be fluent in Cree or English, French is an asset.
- Excellent working knowledge of Microsoft Word, Excel, PowerPoint, Publisher, Adobe, Canva.
- Accuracy and attention to detail.
- Excellent oral and written communication, organizational and interpersonal skills.
- Effective problem-solving and analytical skills.

- Should be able to work with little supervision.
- Must have the ability to work well under pressure and independently with minimum supervision.
- Must be able to multi-task

EMPLOYMENT CONDITIONS & SALARY RANGE:

- Full-time/Replacement, on-contract - 35 hours/week.
- Working schedule: Monday-Friday (9-5)
- Must be willing to work evenings, weekends, and holidays.
- Must be willing to work flexible hours.

SALARY RANGE:

- Minimum: $43,261.40 to $64,318.80 maximum hourly, 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
Chisasibi, Quebec
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date: **October 27, 2026**
End of Posting: **November 10, 2026**

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM