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

(819) 855-2878
www.chisasibi.ca

CREE NATION OF CHISASIBI – JOB OPPORTUNITY

FOURTH POSTING

JOB OPPORTUNITY

TITLE: **Special Projects Coordinator – Replacement Position**

DEPARTMENT: **CREE NATION OF CHISASIBI**

POSITION SUMMARY:

Under the direction and supervision of the Director General of Operations, the Special Projects Coordinator shall be responsible for coordinating the Cree Trappers Program and overseeing the administration and delivery of Mitigating Works Projects and Programs. The incumbent will also be responsible for providing monthly reports to the C.T.A. Board of Directors and ensuring the effective operation of all related services.

KEY RESPONSIBILITIES:

- Supervise, coordinate, and monitor all approved Mitigating Works Projects and Programs.
- Coordinate the daily operations of the Cree Trappers Program and ensure services are delivered efficiently and effectively.
- Organize, coordinate, and assign daily duties and work schedules for C.T.A. drivers, and administrative staff.
- Ensure that all C.T.A. vehicles are properly maintained, safe to operate, insured, and serviced regularly.
- Establish and maintain methods for preparing schedules, trip logs, maintenance records, and activity reports for drivers and staff.
- Monitor program expenditures and ensure budgets are administered in accordance with approved funding agreements and policies.
- Prepare monthly operational and financial reports, including budget reports, for presentation to the C.T.A. Board of Directors.
- Develop and maintain appropriate systems for budget preparation, financial tracking, and monitoring of CNC-managed programs and third-party contracts.

- Produce status reports and updates on CNC-managed programs and third-party contracts, including progress, outcomes, and financial information.
- Liaise with CNC departments, funding agencies, contractors, and external organizations regarding program delivery and special projects.
- Assist in the preparation of proposals, funding submissions, reports, and other documentation requested by the CNC, the C.T.A. Board, or community members of Chisasibi.
- Ensure that the James Bay Eeyou Corporation receives the necessary information from the CNC and other groups in order to properly carry out programs under the Mitigating Works Section of the La Grande (1986) Agreement.
- Respond to inquiries and concerns from community members and provide support related to program services and activities.
- Maintain regular communication with community members and hold quarterly meetings to provide updates and receive feedback regarding programs and services.
- Arrange for replacement staff and adjust schedules as required to ensure continuity of services.
- Prepare and coordinate holiday schedules for drivers to ensure uninterrupted services to the community.
- Maintain accurate records, files, and documentation related to programs, staffing, vehicles, budgets, and contracts.
- Ensure compliance with applicable policies, procedures, safety regulations, and reporting requirements.
- 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.
- Assist with other CNC Departments as workload dictates.
- Perform any other related duties as assigned by your immediate supervisor from time to time.

QUALIFICATIONS & REQUIREMENTS:

- Must possess strong oral and written communication skills in Cree and English; knowledge of the French language will be considered a strong asset.

- Must have a strong understanding and appreciation of the Cree culture, traditional practices, and Cree way of life, with the ability to communicate effectively in the Cree language.
- Must demonstrate strong organizational, leadership, problem-solving, and interpersonal skills.
- Preference will be given to candidates with extensive work experience in a related field, particularly in program coordination, administration, transportation services, or community-based programs.
- Minimum of three (3) years of relevant work experience in program coordination, administration, operations, or a related field.
- Business Administration Certificate, College Diploma, or other related post-secondary education is preferred.
- A Secondary V Diploma or equivalent combination of education and work experience.
- Possess a valid driver's license.
- Must have extensive knowledge of the Cree Territory, including the communities, land access routes, and regional operations.
- Be able to work independently, manage multiple priorities, and meet deadlines in a fast-paced environment.
- Must be dependable, flexible, and be willing to work evenings, weekends, or travel when required.
- Knowledge of budgeting, reporting procedures, and contract administration would be considered an asset.

WORKING CONDITIONS & SALARY RANGE:

- Minimum $58,039.80 – Maximum $86,086.00
- Complete range of fringe benefits.
- 1 Year Replacement - 35 hours a week

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 28, 2026**
End of Posting: **November 12, 2026**

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM