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CHISASIBI, QUEBEC
BOX 150, JOM 1E0

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www.chisasibi.ca

CREE NATION OF CHISASIBI – JOB OPPORTUNITY

JOB OPPORTUNITY

TITLE: **CORPORATE SECRETARY**

DEPARTMENT: **LEGISLATIVE**

CORE FUNCTION: Under the direct supervision of the Chief, Deputy Chief and Council. The Corporate Secretary is responsible for the safekeeping of all the books, records and documents of the Cree Nation of Chisasibi. Ensure the preparation of minutes, resolutions, local laws and policies of all meetings of Council, Members' and Executive Committee.

DUTIES AND RESPONSIBILITES:

- Act as custodian and maintain safekeeping of all minutes, resolutions, records, certificates and documents.
- Establish appropriate security measures to ensure records and documents are kept safe.
- Maintain custody of the corporate seal.
- Arrange and ensure books, reports, certificates and other official documents are properly kept, maintained and filed in such a manner as to be easily retrievable or consulted.
- Certify, register, establish and maintain a record system of all minutes, resolutions, laws and related documents pertaining to same.
- Sign minutes, resolutions, laws, related documents and others when required to do as an officer of the Cree Nation of Chisasibi.
- Issue certified copies of any law, Council Resolutions, members' resolution, or minutes of Council and members' meetings.
- Ensure quorum is obtained/confirmed before each Council and Executive Committee meeting.

DUTIES AND FUNCTIONS:

- Give due notice of meetings for Council, General meetings and Executive Committee meetings.
- Prepare the agenda, or gather all relevant and pertinent documents for Council, Executive Committee and members' meetings.
- Attend Council, Executive Committee and members' meetings, take notes, record, prepare minutes and resolutions.
- Draft letters, reports and other correspondences when required.
- Make minutes available to Council members and Executive Committee for discussion, review and adoption prior to the following Council meeting.
- Provide appropriate departments and other concerned entities with copies of approved laws, policies, resolutions and/or directives and mandates immediately upon the adoption of same.
- Print approved minutes into the Minute Book for signature by Chairperson and secretary.
- Make original copies of all adopted resolutions and file for the appropriate year in chronological order.
- Affix corporate seal on resolutions, laws, certificates and other documents as required or authorized.
- Post laws, notices and other documents as directed in accordance with the laws of the CNC, the Governance Agreement and the Cree Constitution.
- Print enacted laws and file these in the Register of Laws.
- Ensure laws adopted by Council are sent to the Cree Nation Government when and if required.
- Provide technical information to Council.

OTHER DUTIES AND FUNCTIONS:

- Work in conjunction with the Chief & Deputy Chief, Administrative Assistant, Executive Assistant and Liaison Officer to establish administrative procedures for the distribution or transmission of correspondences and other documents to the appropriate recipients, whether local, regional and national.

- Provide assistance and technical information to the Returning Officer for referendums and elections.

- Provide information or access to documents upon request and where required or permitted by the laws of the CNC, the Governance Agreement or the Cree Constitution or as directed by the Chief/Deputy Chief and/or Council to entities, community members and/or other persons.

- Seek legal opinion on various matters as requested by Council.

- Retain absolute 'confidentiality' of all decisions, actions and documents of the Cree Nation of Chisasibi.

- Sign official and legal documents along with the Chief, Deputy Chief, Treasurer, Director General of Operations, or other senior management staff members when required to do so.

- May be a signatory for the Cree Nation of Chisasibi for banking documents, cheques, etc.

- Record, maintain and report of Council attendance of regular/special events when Council is required to attend.

- 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.

- Perform any other tasks as assigned by their immediate supervisor.

EMPLOYMENT REQUIREMENTS:

- Have a working knowledge and learn about the different agreements – James Bay Northern Quebec Agreement, Cree Nation of Eeyou Istchee Governance Agreement Act, Opimiscow Agreement, Chisasibi Agreement; La Grande Agreement, New Relationship Agreements and their related legislations and other legal information as well as the CNC laws.
- Keep abreast and on top of new agreements coming into force and related legislation.
- Ability to draft different types of documentation.
- To be able to work under pressure with minimum supervision.
- Must be able to work nights and sometimes weekends.
- Possess excellent listening and writing skills.
- Ability to meet deadlines.
- Fluency in Cree and English is required; French is considered an asset.
- Excellent knowledge in Microsoft word, excel, outlook.
- Able to handle sensitive information and keep things confidential.

EDUCATIONAL REQUIREMENTS:

- Completion of Secondary V is Mandatory
- Completion of a two-year College or University program specialized in secretarial studies or more specifically – Legal Secretary
- Must have at least 3 to 5 years' experience in similar field
- Must also have working knowledge or some courses in record management

EMPLOYMENT CONDITIONS:

- Regular/full-time
- 35 hours per week
- Must be able to work nights and sometimes weekends
- Will be provided with on-the-job training

SALARY RANGE:

- Minimum $63,754.00 - Maximum $95,313.40

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: **November 17, 2026**
End of Posting: **November 30, 2026**

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5:00 PM