1 RIVERSIDE DRIVE
CHISASIBI, QUEBEC
BOX 150, J0M 1E0

(819) 855-2878
www.chisasibi.ca

CREE NATION OF CHISASIBI – JOB OPPORTUNITY

JOB OPPORTUNITY

TITLE: **EDITOR (Waaskimaashtaau Newsmagazine)**

DEPARTMENT: **BRIGHTER FUTURES**

CORE FUNCTION: Under the supervision and direction of the Brighter Futures Programs Administrator, the Waaskimaashtaau Newsmagazine Editor will be responsible for the publication and distribution of the community newsmagazine – Waaskimaashtaau.
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.

DUTIES AND RESPONSIBILITES:

- 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;
- 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 as assigned by their immediate supervisor.

EMPLOYMENT REQUIREMENTS:

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

- Full-time on contract (35 hours/week).
- Must be able to work on your own with little supervision.
- Must be willing to work nights, weekends & holidays.

SALARY RANGE:

- Salary range: $51,506.00 minimum to $78,824.20 maximum annually depending on qualifications 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:	**November 10, 2026**
End of Posting:	**November 25, 2026**

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM