



Career Opportunity: Special Projects Officer

organizations regarding current and future projects.

- Participate in the meetings of the CNYC and prepare applicable documentation.
- Work in collaboration with the CHRD in order to access and implement applicable and adequate training programs.

Education and Certification

- College Attestation or Diploma in Administration or Social Sciences.

Experience

- One to three of relevant work experience.

Language

- Fluency in English
- Fluency in verbal Cree
- Fluency in French is an asset

Knowledge and Abilities

- Basic knowledge of budget, accounting, financial reporting, and program coordination.
- Customer focused and service oriented.
- Proven ability to communicate effectively.
- Strong attention to detail and accuracy.
- Good organizational skills and the ability to coordinate multiple projects.
- Good judgment and proven ability to problem solve.
- Demonstrated ability to take initiative.
- Proficiency in Microsoft Office products.

Additional Requirements

- Willingness to travel.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From February 8, 2019 to February 22, 2019

Application

Your application must be sent by email with the competition number: **SCD-190204-1**

Valerie Mianscum
Recruitment Officer
Email: hr@cngov.ca
Tel.: 819-673-2600