



Career Opportunity: Coordinator of Outreach and Wellness

- Establish relations with regional organizations such as Cree School Board, Cree Board of Health and Social Services of James Bay, and Cree Nation Government's Department (CHRD, Justice and Correctional Services and Commerce and Industry).
- In collaboration with the communities, develop and implement a communication plan.
- Plan regular conference call with the communities and produce agenda.

Funding Responsibilities

- Identify and provide support to the Director to secure funding from governments and others related to the Cree regional social and cultural development.
- Prepare quarterly reports on the projects funded.
- Develop policies and procedures regarding the funding.
- Advise communities and partner organizations on administrative policies and procedures related to the Fund.
- Compile assessment of projects implemented.
- In collaboration with the Liaison Officer to ensure reporting is done correctly to allow for transparency and accountability of Fund for annual audit.
- In collaboration with the Liaison Officer to prepare reports, charts, and graphs related to the administration of the Fund.

Reporting Responsibilities

- Prepare activity reports.
- Compile and analyze data for all programs and services delivered in order to provide statistical information on the results and impacts of such services and programs. Present and discuss findings with the communities to support decision-making.
- Provide recommendations to the communities for the review and improvement of existing databases in order to provide, relevant and valuable statistical information and facilitate its analysis.
- Liaise upon request with other Cree entities and Cree Nation Government departments to gather relevant statistical information to complement analysis of programs and services.

Other Responsibilities

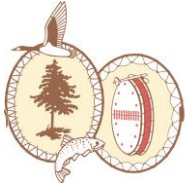
- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education and Certification

- Bachelor's Degree in Administration, Social Sciences, Education or related field.

Experience

- Three to five years of relevant work experience.
- Experience in project management is an asset.



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Languages

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

Knowledge and Abilities

- Customer-focused and service-oriented.
- Proven success in maintaining strong communication, including the ability to facilitate effectively.
- High attention to detail and accuracy.
- Strong organizational skills and the ability to manage multiple projects.
- Proven ability to demonstrate strong judgment in complex situations.
- Proven ability to problem-solve, to think strategically, and to take initiative.
- Demonstrated ability to work under significant pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

Additional Requirements

- Typical office setting where there are no unusual physical demands.
- Willingness to travel extensively.
- Willingness to undergo a background check.

The Cree Nation Government may, at its discretion, waive any or all of the 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 April 11, 2019 to April 26, 2019

Application

Your application must be sent by email with the competition number: **SCD-190405-1**

Valerie Mianscum
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