Whapmagoostui
ᐧᐊᐸᒣᑯᐢᐧᐣᐃ

Chisasibi
ᒋᓴᓯᐦᐃ

Wemindji
ᐄᒥᓂᒋ

Eastmain
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Waskaganish
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Nemaska
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Mistissini
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Oujé-Bougoumou
ᐅᒣᐳᑯᒧ

Waswanipi
ᐧᐊᔅᐧᐊᓂᐦᐃ

Washaw Sibi
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MoCreebec
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Special Projects & Events Coordinator (Contract)

The Special Projects and Events Coordinator is responsible for promoting Cree Native Arts and Crafts Association at various events, tradeshows and festivals within Eeyou Istchee and other regions. This position requires travel and a flexible schedule. The position also, includes working directly with partners, suppliers, members and potential artists and other organizations directly involved in the arts Industry, including performing arts. Interpersonal skills are at a premium. The selected individual will also need to be a good team player, very organized and relatively self-directed, as well as having the ability to communicate effectively: both written and verbal.

Location: Ouje-Bougoumou, Quebec

Job Type: Full-time, temporary contract position until the summer of 2025.

Responsibilities

- Organize and coordinate CNACA's special events, member needs, and public relations.
- Assist members in securing materials and developing products, including business plans and funding applications.
- Research funding opportunities for CNACA and its members.
- Represent CNACA at public events, tradeshows, and festivals.
- Develop systems for negotiating reduced prices for arts and crafts supplies.
- Create monthly reports on activities and design the CNACA Annual Report.
- Promote CNACA members and the Cree Nation locally, nationally, and internationally.
- Collaborate with organizations in Eeyou Istchee to represent CNACA's interests.
- Act as a liaison between members and accrediting bodies.
- Gather annual membership and review member project submissions for financial support.
- Perform other duties as assigned by the supervisor.

Qualifications

- A bachelor's degree and/ or college diploma in Tourism and Hospitality, Communications, Management, Business Administration and/ or related field with a minimum of two years work experience.
- Some background in Marketing, Communications and/ or Tourism product development.
- Proficiency with basic office software, such as Microsoft Word, Excel and PowerPoint.

- Strong interpersonal, leadership and communications skills.
- Ability to plan and problem-solve, independently, and able work effectively with a minimum amount of supervision.
- Ability to work, as part of a team, within the larger context of Cree Native Arts and Crafts Association, as a strong member-driven organization.
- Ability to travel to the communities and elsewhere on a regular basis.
- Ability to communicate in Cree, English and French (written and oral).
- Knowledge and experience working with the Cree communities and in the context of the Cree culture.
- Willingness to learn additional skills, as required, by the position.
- **Cree Native Arts and Crafts Association may waive, all or any of the aforementioned requirements, if it finds a suitable Cree candidate and who accepts, as a condition of employment, to follow a training plan determined by Cree Native Arts and Crafts Association. Should equally qualified candidates compete for the position, preference will be given to the Cree person, though.**

Terms of Employment

Please take notice that this is a full-time, temporary contract position and subject to a 3-month probationary period.

Salary for the above position will be commensurate with the qualifications and experience of the applicant. CNACA offers competitive salary and benefits and offers equal opportunities to men and women.

Start Date: To be determined

Please send your application by mail, fax or e-mail to:

Dale Cooper
Executive Director
Tel: (418) 745-2444 Extension: 3333
Cell: (581) 445-0521
Fax: (418) 745-2324
E-Mail: dale.cooper@cnaca.ca

Date of Original Posting: September 12, 2024

Date of Second Posting: October 16, 2024

Date of Third Posting: December 4, 2024

Closing Date: January 5, 2025

Mission of the Cree Native Arts & Crafts Association

To diversify and grow a sustainable cultural economy in Eeyou Istchee involving partnerships among Cree artists, artisans and Cree communities that will preserve, promote and enhance the heritage of the Eeyou/Eenou Nation while encouraging contemporary means of expression that maintain Cree culture, values, traditions and skills.