



JOB OPENING

Local Posting

C.O.O.L Manager

Community Services Department

The **C.O.O.L. Manager** is responsible for managing all policies, programs, and services to ensure a Cree-based, child-centered, fun, positive, secure, and healthy environment. The incumbent is also responsible for supervising the Centre personnel, as well as managing the usage of the Centre.

KEY RESPONSIBILITIES

- Develop programs aligned with the C.O.O.L. philosophy in collaboration with staff and leadership
- Facilitate and attend relevant workshops, conferences, and training related to children's age and abilities
- Promote traditional activities and the aspects of the Cree Culture
- Encourage Elder participation and the use of Cree Language and Culture
- Organize and establish social programs and activities
- Maintain a safe, welcoming environment for children and staff
- Evaluate achievements and conduct participatory evaluation
- Maintain communication between the program and parents to support engagement in local activities
- Build partnerships with external agencies to develop socio-cultural children's programs
- Work with departments, local groups, and regional organizations to foster strong community relationships
- Supervise staff and maintain communication on organizational decisions
- Ensure staff utilizing the centre are following established policies and procedures
- Request and access funding sources and prepare funding proposals
- Maintain budget planning and monitor departmental budget
- Perform other related tasks as requested

QUALIFICATIONS

- A degree, license, diploma, or certification in a related field
- 3 to 5 years of relevant experience
- Fluency in Cree and English, French an asset
- Detailed knowledge of Cree culture and traditions
- Good organizational, leadership skills and the ability to coordinate multiple tasks
- Working knowledge of computers and Microsoft Office products
- Must obtain current CPIC to obtain a job interview

Status: **Regular Full-time / 35 hours a week**
Subject: **Six (6) Month Probation**
Salary: **\$ 35.88 - \$ 53.51**
Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **May 8, 2026**, via email to jobpostings@wemindji.ca or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0