



## **JOB OPENING**

### **Local Posting**

### **Cultural and Language Manager**

*Community Services Department*

The **Cultural and Language Manager** oversees the development, coordination, and evaluation of community-based language and cultural programs. The incumbent promotes the preservation and importance of language and culture, develops opportunities to increase language use and cultural practices to community members, and is responsible for departmental operations and staff.

### **KEY RESPONSIBILITIES**

- Assess, plan, and evaluate community language, culture, and heritage needs
- Manage and deliver cultural and language programs, workshops, and community activities
- Prepare reports, work plans, funding proposals, and program documentation
- Monitor and evaluate programs through regular reporting and performance tracking
- Promote departmental programs through community outreach, communications, and public engagement
- Build and maintain partnerships with Cree School Board, Cree Health Board, and local committees
- Develop resources and materials that support language, culture, and employee training initiatives.
- Supervise staff, including recruitment, training, performance management, coaching, and scheduling
- Establish team objectives and ensure departmental goals and deliverables are achieved
- Manage and update the Language and Cultural Plan
- Participate in budget planning, monitoring, and funding development activities
- Perform other related tasks as requested

### **QUALIFICATIONS**

- University Certificate in Administration or a related field
- Certificate in Cree Literacy an asset
- 3 to 5 years of relevant experience
- Fluency in Cree and English, French an asset
- Good knowledge of Cree culture, healing, and cultural practices
- Good organizational skills and the ability to coordinate multiple tasks
- Working knowledge of computers and Microsoft Office products
- A criminal background check required

Status: **Regular Full-time / 35 hours a week**

Subject: **Six (6) Month Probation**

Salary: **\$ 35.88 - \$ 53.81**

Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **June 17, 2026**, via email to [jobpostings@wemindji.ca](mailto: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