



Job Opportunity

Implementation Officer



The Cree Nation of Wemindji is looking for an Implementation Officer for the Collaboration Agreement

Local Posting:	November 27, 2025 to December 9, 2025
Status:	Service Agreement Contract
Subject:	Six (6) Month Probation
Salary:	\$35.88 - \$53.81
Regional Disparity:	\$461.54

The Collaboration Agreement Implementation Officer reports to the external Relations Coordinator and the Director General of the Cree Nation of Wemindji. The Implementation Officer will act as a liaison between the Cree and the mine and will provide support to oversee and coordinate the proper implementation of the Collaboration Agreement. The position is based in the community of Wemindji and will need to be present on the mine site from time to time and be ready to travel.

KEY RESPONSIBILITIES

- Act as a resource person for the signatories of the Agreement, Collaboration Committee and the sub-committees in their respective mandates
- Act as a non-voting member on all Opinagow Agreement's committees
- Participate to the implementation of the decisions or recommendations of the Committees
- Coordinate the activities of the Collaboration Committee and the sub-committees
- Preparation and distribute agendas, meeting minutes, quarterly and annual reports to the parties
- Create and use different communication tools to inform the communities and facilitate the understanding and application of the Collaboration Agreement
- Implement the cultural awareness program at the mine site (activities, training for employees)
- Act as a voting member on the Dhilmar Elenore Community Investment Committee
- Assist Dhilmar Elenore in public presentations, workshops and communication by providing guidance and Cree translation
- Assist the coordinator in maintaining the Dialogue Mechanism (grievance mechanism)
- Respect, know and promote the Dhilmar Elenore's rules and policies when on site, particularly integration and diversity, sustainable development, environment, social responsibility and health and safety
- Perform other related tasks as requested

QUALIFICATIONS

- College diploma specialized in administration, or a related field
- 2 years of relevant experience
- Good communication and interpersonal, clerical, administrative skills and report writing
- Ability to communicate in Cree and English, French an asset

Submit your resume to: jobpostings@wemindji.ca or by clicking the QR code