



JOB OPENING

Extended Local Posting

Program Coordinator

Community Services Department

Wellness & Culture

The Program Coordinator is responsible for developing and providing wellness, and social-based programs, and workshops for the Community. The incumbent is responsible for the day-to-day delivery of the programs under their responsibility, while ensuring the highest standards in programming and delivery.

KEY RESPONSIBILITIES

- Plan and schedule programs, workshops, and activities on topics such as health, parenting, child development, and elder care
- Manage all aspects of program development, budget, and delivery within community priorities
- Collaborate with workshop facilitators to ensure delivery and programming excellence
- Partner with local and regional entities to assess community needs and interests
- Work closely with local schools, Cree School Board, Cree Health Board, Youth Council and local committees on events and projects related to the department
- Promote programs through communications channels like radio, newsletters, and posters
- Coordinate, implement, and evaluate programs, activities, and workshops
- Track attendance, address participant concerns, and support ongoing support
- Develop event proposals and plan workshops per the work schedule
- Attend meetings as an ex-officio member of the Elders Council and related committees
- Act as liaison between the Elders Council, the department, and other organizations
- Supervise and manage the Program Assistants and volunteers
- Perform other related tasks as requested

QUALIFICATIONS

- College diploma in social work or a related field
- Basic first aid certification an asset
- 1 to 3 years relevant experience
- Experience in the development of programs and staff management
- Fluency in Cree and English, French an asset
- Must obtain current CPIC to obtain a job interview

Status: **Temporary Replacement / 35 hours a week**
Subject: **Six (6) Month Probation**
Salary: **\$30.99 - \$46.49**
Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **October 14, 2025**, 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