



JOB OPENING

Extended Local Posting

Centre Manager - Youth

Community Services Department

The **Centre Manager** is responsible for managing all policies, programs and services related to the Youth Centre facility. The incumbent is also responsible for supervising the centre personnel, as well as managing the usage of the centre.

KEY RESPONSIBILITIES

- Develop new programs and initiatives related to youth, in collaboration with the Program Coordinator
- Encourage involvement and participation by staff, youth and youth council in local events and activities
- Facilitate or attend workshops, conferences and training opportunities that are directly related to youth
- Promote traditional names, values, stories, legends, as well as the physical aspects of the Cree tradition
- Encourage the participation of elders and use of Cree culture
- Organize and participate with the youth to establish regular social activities and clubs
- Ensure individuals utilizing the centre are following the established policies and procedures
- Build partnerships with external agencies to develop socio-cultural youth programs
- Work with departments, local groups, and regional organizations to foster strong community relationships
- Supervise staff and maintain communication on organizational decisions
- Request and access funding sources and prepare funding proposals
- Maintain budget planning and monitor departmental budget
- Manage the rental space and equipment and the hours of operations for the facility
- Perform other related tasks as requested

QUALIFICATIONS

- University Certificate in administration, social work, social counselling or 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

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 **May 25, 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