



JOB OPENING

Local Posting

Program Coordinator

Social & Cultural Department

Youth Center

The **Program Coordinator** is responsible for developing and providing cultural, health-related, and social-based programs and workshops for the Youth in the Community, ensuring effective day-to-day delivery and high standards of programming.

KEY RESPONSIBILITIES

- Develop, recommend, and schedule Youth programs, activities, and workshops
- Work with workshop facilitators to ensure quality programming and delivery
- Partner with Youth Chief and Council to assess Youth needs and interests in the community
- Collaborate with Youth Council, and other local partners to organize assemblies, events, and projects
- Promote Youth programs, activities, and workshops through various community channels
- Coordinate, implement, and evaluate Youth programs, activities, and workshops
- Monitor attendance and provide ongoing guidance and support to participants
- Address participant concerns and resolve issues as needed
- Prepare proposals for Youth events and develop workshops based on facilitator schedules
- Prepare monthly activity reports and the annual work plan
- Supervise and coordinate schedules of facilitators and volunteers
- Set departmental and individual objectives to achieve team goals
- Participate in HR activities, including hiring, evaluations, health and safety, and staff development
- Maintain effective communication within the department and conduct staff meetings
- Perform other related tasks as requested

QUALIFICATIONS

- College Diploma in Social Work or related field
- 1 to 3 years of relevant experience
- Experience in Staff Management and Program Development
- Fluency in Cree and English, French an asset
- Working knowledge of computers and Microsoft Office products
- Good communication, interpersonal and problem-solving skills

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

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

Salary: **\$ 31.92 - \$ 47.88**

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

Job description available upon request. Please submit your resume by **September 7, 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