



We're looking for you!

Cree Knowledge Festival Coordinator



Working for Cree Outfitting and Tourism Association and Eeyou Istchee Tourism is a way of building your career while learning more about your culture and your region. It involves working closely with people to support the development of the regional tourism industry.



Responsibilities

- Coordinate the Cree Knowledge Festival, in conjunction with Cree Native Arts and Crafts Association and the Cree Trappers Association, project to plan, develop, coordinate and implement activities related to the festival;
- Develop budgets, proposals and plans for the festival, communicate with the Executive Director, Director of Development and other stakeholders;
- Organize and facilitate meetings and community consultations (including information gathering, logistics, workshop delivery), prepare agenda and minutes and closely monitor the project until completion;
- Identify, track, manage, and mitigate risk in regard to the project;
- Maintain proper project documentation and assist with reporting.

Education & Experience

Diploma in Tourism Studies, Business Administration or Regional Development, with 1 year of relevant experience. All other combination of training and relevant experience may be considered. Bachelors' degree is considered an asset

Qualifications requested

- Strong English skills (spoken and written);
- Knowledge of Cree and/or French is an asset;
- Motivated and capable of working independently and in a team; flexible and solution oriented; strong organizational skills
- Effective interpersonal and communication skills;
- Knowledge of Microsoft Office programs
- Availability to travel within the region and to work flexible hours

Deadline to Apply has been extended. Send us your resume and cover letter before December 6, 2022 at 5:00 pm at hr@creetourism.ca

Human Resources Department – Cree Knowledge Festival Coordinator
Cree Outfitting and Tourism Association