



32 Machishteweyaau Trail
Nemaska, Quebec, J0Y 3B0

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EMPLOYMENT OPPORTUNITY

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

TITLE: Corporate Secretary
Location: 32 Machishteweyaau Trail, Nemaska, Quebec, J0Y3B0
Salary: (\$63,322 min. - \$94,984 max)
Closing Date: November 10, 2025
Employment Status: Permanent, subject to six (6) month probation

Summary of Position:

The Corporate Secretary is the custodian of all official documents and records of the Cree Nation of Nemaska, including the corporate seal. The incumbent is responsible for coordinating all key meetings, as well as ensuring effective administration of Laws and resolutions.

Duties and Responsibilities

Corporate Governance and Records Management

- Act as custodian and safeguard of all official records of the corporation, including books, contracts, leases, deeds, certificates, affidavits, records and documents.
- Maintain custody of the corporate seal.
- Ensure that corporate and other documents are translated into the appropriate verbal or written language upon request.
- Provide departments with copies of approved policy statements, regulations, directives and amendments.

Legal and Legislative Governance Responsibilities

- Draft mandates, directives and resolutions to be reviewed or that reflect the decisions made by the Council or members.
- Collaborate with the Senior Executive Advisor regarding the preparation of Laws and official documents while respecting the provisions of the Governance Agreement and Cree Constitution.
- Observe regulations and legal requirements regarding the posting of all by-laws and ordinances.
- Establish and maintain a record system of all Laws and Resolutions and ensure that they are properly certified and registered.

Meeting Coordination and Logistics Responsibilities:

- Ensure documents and packages for meetings are sent in advance, time is spent wisely, and objectives are tracked against indicators.
- Supervise the planning and organization of meetings.
- Issue notices, prepare agendas, and gather relevant documents in advance of Council, General Assembly, and executive meetings.
- Attend meetings; prepare and draft minutes and resolutions, as well as other pertinent correspondence, in a timely fashion following meetings.

Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education:

- Professional college studies in administration or a related field.

Experience:

- Three to five years of relevant experience.

Languages:

- Spoken fluency in Cree and English.
- Written fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and abilities:

- Solid understanding of administrative processes, Cree Nation governing documents, and legal standards.
- Facility and willingness to learn.
- Strong written communication skills.
- Demonstrated attention to detail and accuracy.

Working Environments

The Corporate Secretary works at the Cree Nation of Nemaska Administration Office is responsible for working from 9 a.m. to 5 p.m. with one hour off for lunch. In addition, occasional overtime may be required, as well as attendance at odd hours and weekends.

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.

Please forward this information at the attention of:

Lori-Ann Wapachee
Director of Human Resources
Cree Nation of Nemaska
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