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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel. The department of Communications is looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

WEBMASTER

(PERMANENT, FULL-TIME)

The successful candidate should be detailed-oriented and an excellent communicator. Balancing a creative eye with an analytical mind is essential. Applicants should also have a strong technical background. Under the supervision of the Director of Communications, the Webmaster is responsible for, amongst other, the following duties:

RESPONSIBILITIES

- Manage and oversee all aspects of all the KRG websites, Facebook pages and other social media applications as well as evaluate the efficiency and technical capabilities of websites and social media platforms;
- Coordinate the design, development, deployment and maintenance of the KRG's online presence especially the website in the context of the proposed consolidation of several of the current 8 KRG websites.
- Responsible for updating work conducted by website developers;
- Coordinate replies to user comments, back check information from pertinent sources and monitor online traffic and website conversions;
- Assist define website strategy to align with the Kativik Regional Government's public relations and messaging strategies;
- Proficient in HTML/CSS and XML and knowledge of JavaScript and SQL;
- Familiar with current web standards; Understanding of web analytics, analyze traffic metrics and report on them;
- Responsible for overseeing internal and external website content;
- Ensure functionality and efficiency of websites while making sure that browsers, operating systems and all devices are operating properly;
- Develop new means of digital communications throughout Nunavik to facilitate the transfer of information in all communities;
- Work closely with other members of the communications team;
- Perform any other tasks as requested by the Supervisor.

REQUIREMENTS

- College degree in Computer Science, Web Design, or other related field**;**
- At least one year experience as a Webmaster or Web Developer;
- Familiar with web content management systems such as WordPress, and knowledge tools for website management;
- Understanding of search engine optimization and current best practices;
- Excellent organization skills, strong attention to detail, creativity and analytical**;** Strong communication abilities and excellent interpersonal skills**;**
- Ability to communicate orally and in writing in at least two of the following languages: Inuktitut, English, French.

Place of employment:	Kuujjuaq
Salary:	Min. $46 069 – Max. $78 350 yearly (Class 8)
Benefits:	Cost of living differential: $8 500 annually (minimum); Food allowance: $3 453 annually (minimum); Annual leave trips: Maximum of 3 trips per person, annually; Pension Plan; Group insurance; Vacation: 20 days/year; Statutory holidays: 19 days, including 10 days at Christmas.

Please submit your résumé with a cover letter before 5:00 p.m., on September 28, 2022 to:

Kativik Regional Government
P.O. Box 9
Kuujjuaq, QC J0M 1C0
humanresources@krg.ca
Fax: 819-964-2975

** An employee is entitled to receive at least the Northern benefits allocated to an employee without dependants. An employee with dependants is entitled to benefits for her/his spouse and eligible dependants.*

The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates.

Only candidates selected for an interview will be contacted.