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NORTHERN VILLAGE OF KUJJUAQ

Katittavik Town Hall
P.O. Box 210, Kuujjuaq, Que. J0M 1C0
Phone: (819) 964 – 2943 Fax: (819) 964 – 0609

JOB POSTING –P.A.P.A.C.

The Village of Kuujjuaq is in search of a **Prevention Activities and Public Awareness Coordinator (P.A.P.A.C.) Replacement**

Under the supervision of the Mayor, the P.A.P.A.C. will be responsible for implementing prevention activities in the community, and administering prevention projects funded by NI programs or other organizations.

The coordinator will offer a variety of activities and awareness on healthy living (cultural, leisure, prevention, discussions, etc...) to the people in the community, and also will organize local Wellness Committee and Health Committee.

He or she will also be responsible for:

- Handling requests for funds for prevention activities;
- Giving news and information about prevention and addictions on a weekly basis through various media including the local FM Station;
- Organizing an awareness week;
- Coordinating activities of local Wellness Committee and Health Committee;
- Promoting healthy activities and events for the people of the community.
- Performing any other related tasks that may be required from time to time by the supervisor or the Council.

Requirements:

- Must have strong experience in animation of activities and organizing meetings
- Must be very responsible, organized, and known as a leader.
- Must not be an alcohol and/or drugs abuser.
- Must have experience in collaboration with different organizations.
- Previous work in a related field would be an asset.

Salary will be determined according to qualifications and experience and is complemented by travel benefits, northern/cargo allowance after a period of probation.

Interested candidates should submit their applications to me at the above address.

Given at Kuujjuaq, QC
September 12, 2023.

The position will remain open until filled.

Carl Henry Chery
Human Resources Coordinator
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819-964-2943 Ext 245