Project Manager (Permanent, full-time)

Saturviit Women's Association of Nunavik is a regional non-profit organization that represents the interests of Nunavik women. The organization works towards positive change in social and economic conditions affecting Inuit women. It does this through advocacy, representation, support for community projects, by undertaking and partnering on regional initiatives. We are funded through a number of contribution sources. Visit www.saturviit.ca to find out more about Saturviit and its activities.

The association is looking to create more opportunities with respect to jobs, training programs, projects and more activities within the communities it represents and to expand Saturviit to reach more women and children of Nunavik. Reporting to the Executive Director (ED), the project manager is responsible for organizing and overseeing projects from beginning to completion.

RESPONSIBILITIES

- Assist administration on developing project plan
- Plan, organize and direct activities for the implementation of project objectives;
- Ensure assigned project(s) meets targets, budgets and timelines, with appropriate reporting and evaluation;
- Set up meetings, trainings, presentations, courses, as required by the project parameters;
- Generate reports, summaries, documents as required;
- Provide progress reports to the Executive Director;
- If required within project parameters, form partnerships with other community organizations;
- Collaborate with local partners to develop activities and programming as related to the project.

QUALIFICATIONS

- 1 years of experience as project coordinator or equivalent.
- Strong interpersonal skills
- Strong organizational and multi-tasking skills
- Excellent analytical and problem-solving abilities.
- Fluent in Inuktitut and English, French is an asset.
- Ability to use Office 365 – MS Excel, MS Word, Outlook, MS Teams

Place of Work:	Remote
Benefits:	Travel Benefits: $5,000 per employee (flexible usage)
	Group Insurance
	Vacation: Starting at 4 weeks (20 days) + 2 weeks Christmas vacation

Please send your cover letter, resume and two (2) references at ngrey@saturviit.ca and rkotoklo@saturviit.

Saturviit Inuit Women's Association is an equal opportunity employer. Conditions may vary to promote the employment of Inuit candidates. Only candidates selected for an interview will be contacted. Posted until a suitable candidate is found.