



## Director – Saturviit Women’s Center (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](http://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 Women’s Centre Director is responsible for overseeing the administration, activities, human resources, finances and strategic plan of the Women’s Centre.

### RESPONSIBILITIES

- Ensure the daily operation of the centre;
- Oversee the financial planning and management of the Centre’s activities/events and projects budgets
- Develop and maintain a yearly strategic plan for the Centre’s activities;
- Assist the administration with funding proposals for potential projects, and support the administration with fund reporting;
- Plan, organize and direct activities at the centre;
- Form and maintain partnerships with other organization;
- Collaborate with local partners to develop and activities and programming;
- Generate reports, summaries, documents as required;
- Provide progress reports to the Executive Director;
- Recruit and train staff and volunteers.

### QUALIFICATIONS

- 3 years of experience as an animator, community worker, project coordinator or equivalent.
- Strong leadership and management skills
- Strong interpersonal skills
- Fluent in Inuktitut and English, French is an asset.
- Ability to use Office 365 – MS Excel, MS Word, Outlook, MS Teams.
- Ability to work well with others and independently.

Place of Work: Dorval  
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](mailto:ngrey@saturviit.ca) and [rkoktoklo@saturviit.ca](mailto:rkoktoklo@saturviit.ca)