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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 supramunicipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

**COMMUNICATIONS OFFICER**
(PERMANENT, FULL-TIME POSITION)

Reporting to the Director of the Communications Department, the Communications Officer is responsible for developing and implementing a communications strategy and plans and acting as a liaison with the media. The Communications Officer is responsible for including but not limited to, the following duties:

- Coordinate relations with public, and various local and regional organizations on specific issues as defined by the Department Director. Certain projects may include environmental issues.
- Assist in coordinating the KRG strategic communications as it relates to but not exclusive to environmental issues both external and internal;
- Prepare, implement and manage communications plans for programs and the KRG's Departments;
- Develop and coordinate public relations plans with government, regional and local organizations such as schools, health centers, non-profit organizations, etc.
- Design and implement a KRG communications strategy that will serve to develop awareness and information campaigns
- Produce, design and adapt promotional material for specific campaigns.
- Assist the Director of Communications with any other related responsibilities.

**QUALIFICATIONS**

- Bachelor's degree in Communications or in a related field;
- Expertise, experience or knowledge on environmental will be considered an asset;
- Minimum of five (5) years of relevant work experience in public relations and/or communications;
- Solid leadership skills and demonstrated resourcefulness;
- Strong capacity to understand and manage situations that develop and change quickly and to synthesize relevant information;
- Excellent analytical skills;
- Excellent interpersonal skills;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.

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| **Place of employment:** | Kuujjuaq |
| **Salary:** | Minimum $44,511/year; maximum $75,701/year (E 8) |
| **Benefits*:** | Cost-of-living differential: minimum $8,500 annually;<br>Food allowance: minimum $3,707 annually;<br>Annual leave trips: maximum 3 trips, per person annually;<br>Simplified Pension Plan: 6% employer, 4% employee;<br>Group insurance;<br>Vacation: 20 days annually;<br>Statutory holidays: 19 days including 10 during the Christmas period. |

**Please submit your cover letter and résumé in English 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.***