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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) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The KRG is currently seeking to recruit an energetic and motivated candidate to work in Kuujjuaq, in the capacity of:

COORDINATOR RECREATION – ARCTIC WINTER GAMES
(Term with possibility of permanency – Full-time)

Under the supervision of the Director of the Recreation Department, the chosen candidate will be responsible for:

- Assist the Department Director with the organization and administration of the Arctic Winter Games (AWG);
- Develop, implement and provide general administration of new and current regional recreation activities for youth linked to the AWG;
- Prepare all necessary funding application, follow-up and renewal for all AWG projects;
- Assist in the current regional programs through coordination and administrative management of the regional programs- Arctic Winter Games;
- Assist in the preparation and delivery of the Nunavik participation of the Arctic Winter Games;
- Supervise department staff, specific project part-time employees, local agents, in the scope of the AWG, etc.;
- Work in partnership with the Kativik Ilisarniliriniq, the Northern Villages and any other regional organization involved in the AWG
- Consulting and maintaining good relationship with regional, provincial and or, federal programs that is related to AWG in Nunavik;
- Performing any other tasks related to AWG requested by the Director.

REQUIREMENTS

- College or University diploma in recreation or education although exceptional work experience will also be considered;
- Minimum three years of relevant experience;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Clean criminal record is mandatory for this position;
- Ability to work in a computerized environment;
- Reliable, autonomous and able to work under pressure as well as possessing strong communication skills;
- Available for frequent travels in and outside Nunavik.

Place of work:	Hybrid
Salary:	Min: $ 85,598/year, max: $ 117,698/year based on 35 hours/week
Other benefits:	Lodging paid while working in the northern villages. Meals and expenses paid while travelling in Nunavik. Pension Plan: RRSP Group Insurance Vacation: 20 days/year plus 10 days in lieu of overtime Statutory Holidays: 20 days including 10 during Christmas holidays.

Please submit your résumé in English before 5:00 pm on April 24, 2024, to:

Human Resources
Kativik Regional Government,
P.O. Box 9
Kuujjuaq Qc., J0M 1C0
Fax: (819) 964-2975
Email: humanresources@krg.ca

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.