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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, which its main office in Kuujjuaq, is looking for a dynamic person with demonstrable leadership skills and a track record of initiative, reliability and resourcefulness to work in the capacity of:

COORDINATOR, COMMUNICATIONS
(Term with possibility of permanency – Full-time)

Reporting to the Director of the Communications Department, the Coordinator, Communications leads communications activities of the Kativik Regional Government (KRG), including the preparation of information for the public, media relations, websites and intranet and other pertinent communication activities and tools. More specifically the Coordinator, Communications:

- Develops the KRG yearly communication plan, objectives and priorities, and coordinates planning of the Communications Department budget;
- Ensures implementation and follow-up of action plans to achieve the Department's annual objectives;
- Supervises and coordinate activities and staff of the Department in accordance with the applicable collective agreement;
- Establishes and maintain contact with journalists, bloggers, and opinion leaders;
- Coordinates press releases, advertising, brochures and any other KRG publication destined for media and the public;
- Supervises requests for information and interviews;
- Supervises logistical and organizational components of internal and public events organized by the KRG and in collaboration with other organizations as required;
- Coordinates media coverage of events including KRG-related meetings, and VIP visits etc.;
- Supervises translation services, and the preparation of translated documentation for KRG Council meetings and internal departmental clients;
- Coordinate the development of the KRG website and employee intranet and manages the development of content;
- Carry out other related tasks as required.

REQUIREMENTS

- Bachelor's degree in Communications or in a related field;
- Minimum of five (5) years of relevant work experience in public relations, including the management and supervision of staff;
- Solid leadership skills and demonstrated resourcefulness;
- Strong capacity to understand and manage situations that develop and change quickly;
- Capacity 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.

Place of work:	Kuujjuaq
Salary:	Minimum $85,598/year; maximum $117,698/year based on 35 hours/week
Benefits:	Cost of living differential: Minimum of $8,500/year Food allowance: Minimum of $3,903/year Annual leave trips: maximum of 3 per person annually 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 send your resume before 5:00 p.m. August 8, 2024 to:

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

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.