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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 supra-municipal body with jurisdiction over the territory of Québec located north of the 55th parallel, is looking for a person with initiative and customer service approach to work in the capacity of:

Elders Counselor
(Permanent, full-time position)

Under the supervision of the Department Director and reporting to Nunavik Elders' Committee, the Counselor will assume the daily operational administrative tasks as required by the KRG and the Nunavik Elders' Committee. More specifically, the Counselor will have the following responsibilities:

RESPONSABILITIES:

- Provide information to the Nunavik Elders' Committee and to Nunavik Elders regarding federal and provincial programs available to Seniors;
- Provide assistance in the assessment of Senior's needs;
- Liaise between the Elders' Committee and Nunavik's regional organizations;
- Participate in meetings of the Municipality Friend of Seniors'(MFS) and work with the local MFS groups (committee) to produce the local elders' action plan;
- Organize, participate and draft minutes of the Nunavik Elders' Committee meetings;
- Assist in transmission of information related to women's conditions to Saturviit Inuit Women Association, when required;
- Ensure the flow of reports from the Saturviit Inuit Women's Association to the KRG;
- Act as the resource person for the Nunavik Elders' Committee;
- Perform other related duties, as required, by the Supervisor.

QUALIFICATIONS:

- Possess a college degree in administration or vocational diploma in a relevant field (equivalent relevant work experience and education will be considered);
- Minimum five (5) years of relevant work experience;
- Familiarity with Nunavik women and elders' issues will be considered an asset;
- Working experience in drafting reports;
- Demonstrated ability to work with government officials;
- Excellent interpersonal and communication skills;
- Excellent communication skills both oral and written in at least two (2) languages; Inuktitut-English or Inuktitut-French (being trilingual will be considered an asset);
- Proficient with Microsoft Office products (Word, Excel)
- Availability to travel frequently within Nunavik.

Place of work: Kuujjuaq, Quebec
Salary: Minimum: $45 942/year – Maximum: $77 337/year (Class 7)
Benefits: Cost of living differential: Minimum of $8 500/year
Food allowance: Minimum of $4 216/year
Annual leave trips: Minimum of 3
Simplified Pension Plan: 6,25% employer, 4% employee
Group Insurance
Vacation: 20 days
Statutory Holidays: 20 days including 10 during Christmas holidays

Please send your resume in English 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.