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

JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra municipal 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:

LEO/SOCIO ECONOMIC AGENT COORDINATOR (PERMANENT, FULL-TIME)

Under the supervision of the Assistant Department Director, the Coordinator supervises the LEO staff in the communities and maintaining daily contact with the head office. The Coordinator will be responsible for:

- Supervising all LEO's under his/her jurisdiction
- Establish daily communication with all local offices under your jurisdiction.
- Request, receive and evaluate weekly activity reports from the local offices.
- Provide monthly statistical reports to the Assistant Department Director
- Insure that the communities receive adequate employment insurance and employment services
- Maintain procedures to register clients on employment and training programs
- Provide training and monitoring of the LEO's in the deliverance of services to the clientele in collaboration with the Employment Counsellor
- Ensure that statistics are gathered on the general employment situation within the region as well as on clients in the community.
- Work in collaboration on the organization of regional career weeks with the Information Officer of Sustainable Employment.
- Work in collaboration with Service Quebec & Service Canada
- Prepare quarterly statistical reports on the department services.
- Work closely with the Ungava coordinator to ensure the equal and concise operations of local offices.
- Do any other related tasks requested by the supervisor.

The selected candidate must:

- possess a university degree in a related field. Exceptional relevant work experience will also be considered;
- have a minimum of five years of relevant experience;
- A practical knowledge of the employment, training, income support and childcare programs and responsibilities;
- be able to express themselves orally and in writing in at least two of the following languages: Inuktitut, English and French;
- be familiar with Microsoft Office and File Maker Pro.

Place of work: Nunavik

Salary: Min. \$45,942 – Max. \$77,337 yearly (Class 7).

Benefits*: Cost-of-living differential: minimum of \$10 033 annually.

Food allowance: minimum of \$4 217 annually.

Annual leave trips: minimum of three.

Simplified Pension Plan

Group insurance plan.

Vacation: 30 days annually.

Statutory holidays: 20 days including 10 days during the Christmas period.

Please submit your résumé in English before 5:00 p.m., on September 22nd, 2025, to:

Kativik Regional Government

P.O. Box 9

Kuujuaq QC J0M 1C0

Fax: 819-964-2619

Email: humanresources@krq.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.