



ᐅᑎᐱᐅ ᐅᑕᑕᑦᐱᐅ ᐅᑕᑦᐱᐅ  
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:

### PARC NATIONAL TURSUJUQ OPERATION COORDINATOR (Permanent – full-time)

Reporting to the Parc national Tursujuq Director, the selected candidate will have the following responsibilities, but not be limited to:

- Assist the Director with the management of the Park's activities and work closely with the staff;
- Take part in the preparation and administration of budgets, implement timetables, and ensure the monitoring of deadlines;
- Plan and organize the allocation of work, and plan and assign the necessary resources (workers, equipment, materials);
- Coach and mobilize the park staff to ensure the delivery of projects related to visitor logistics;
- Participate in the preparation, implementation and follow-up of the park operational objectives;
- Cooperate in the development of park activities and provide input into the decision making process regarding tourism infrastructure and services;
- Perform any other related duties requested by his supervisor.

#### The selected candidate must:

- Extensive relevant work experience in Tourism or Parks;
- Have at least two years of relevant work experience as a coordinator of a multi-disciplinary team;
- Ability with Microsoft Office Suite (Excel, Word, Power Point, etc.);
- Good planning and organizational skills;
- Demonstrate flexibility and resourcefulness and enjoy teamwork;
- Be capable of working under pressure and meeting deadlines;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Work experience north of the 55th parallel is a definite asset.

**Place of work:** Umiujaq  
**Salary:** Minimum \$65 048/year; maximum \$89 443/year.  
**Other benefits:** Cost-of-living differential: \$10 033 annually (minimum);  
Food allowance: \$2 726 annually (minimum);  
Annual leave trips: 3 (minimum);  
SPP;  
Group insurance;  
Vacation: 30 days;  
Statutory holidays: 19 days, including 10 days at Christmas.

Please send your resume before 5 o'clock on May 19, 2022, to:

Human Resources  
Kativik Regional Government  
P.O. Box 9, Kuujuaq QC, J0M 1C0  
Fax: 819-964-2975  
Email: [humanresources@krq.ca](mailto: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.*