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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:

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 \$85,106/year; maximum \$117,009/year.
Other benefits: Cost-of-living differential: \$10 033 annually (minimum);
Food allowance: \$2,820 annually (minimum);
Annual leave trips: 3 (minimum);
SPP;
Group insurance;
Vacation: 30 days;
Statutory holidays: 20 days, including 10 days at Christmas.

Please send your resume before 5 o'clock on April 18, 2025, to:

Human Resources
Kativik Regional Government
P.O. Box 9, Kuujuaq QC, J0M 1C0
Fax: 819-964-2975
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.