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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) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The KRG is currently seeking to recruit an energetic and motivated candidate to work in Kuujjuaq, in the capacity of:

RECREATION COORDINATOR
(Permanent, Full-time)

Under the supervision of the Director of Recreation, the Recreation Coordinator will be responsible for, without being limited to, the following duties:

- Assist the Department Director with the organization and administration of various recreational projects;
- Develop, implement and provide general administration of new and current regional recreation activities for youth;
- Prepare all necessary funding application, follow-up and renewal for all pertinent youth recreation projects;
- Assist in the current regional programs through coordination and administrative management of the regional programs such as, Arctic Winter Games, Eastern Arctic Summer Games, CIRQINIQ, etc.;
- Assist in the preparation and delivery of the Nunavik participation of the current regional programs;
- Supervise department staff, specific project part-time employees, local agents, etc.;
- Follow-up implementation of youth recreational projects in partnership the Kativik School Board, the Northern Villages and any other regional organization involved
- Consulting and maintaining good relationships with regional, provincial and or, federal programs that is related to youth recreation in Nunavik;
- Performing any other tasks requested by the Director.

REQUIREMENTS

- College or University diploma in recreation or education although exceptional work experience will also be considered;
- Minimum three years of relevant experience;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Clean criminal record is mandatory for this position;
- Ability to work in a computerized environment;
- Reliable, autonomous and able to work under pressure as well as possessing strong communication skills;
- Available for frequent travels in and outside Nunavik.

Place of work:	Kuujjuaq
Salary:	Min: $87,947/year, max: $ 120,935/year based on 35 hours/week
Other benefits:	Cost of living differential: Minimum of $8 500/year; Food allowance: Minimum of $4,216/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 in English to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujjuaq QC JOM 1CO
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.