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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 supramunicipal 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:

SOCIAL MEDIA OFFICER
(PERMANENT, FULL-TIME POSITION)

Reporting to the Coordinator of the Communications Department, the Social Media Officer is responsible to design and implement social media strategy to align with the Kativik Regional Government's (KRG) public relations, messaging strategies and acting as a liaison with the media. The Social Media Officer is responsible for including but not limited to, the following duties:

- Responsible for media content management and responding to comments using protocol established by the KRG;
- Develop and Implement ideas for leveraging social media to help promote KRG's programs, activities and digital image
- Perform research on current benchmark trends and audience preferences in the Nunavik region
- Create and manage a unique KRG Facebook page and ensure effective communication information is conducted in a timely manner using written, audio and video formats;
- Monitor web traffic metrics (Hootsuite or similar) and coordinate replies to user comments, check information from pertinent sources and monitor online traffic and website conversions;
- Assist define website strategy to align with the KRG's public relations and messaging strategies;
- Manage and oversee all aspects of all the KRG websites, Facebook pages and other social media applications as well as evaluate the efficiency and technical capabilities of websites and social media platforms;
- Produce, design and adapt promotional material for specific campaigns;
- Perform any other tasks as requested by the supervisor.

QUALIFICATIONS

- Bachelor's degree in Communications or in a related field;
- Minimum of five (5) years of relevant work experience in public relations and/or communications;
- Solid leadership skills and demonstrated resourcefulness;
- Strong capacity to understand and manage situations that develop and change quickly and to synthesize relevant information;
- Excellent analytical skills and interpersonal skills;
- Proven ability to multitask, prioritize and stay calm under pressure;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Be available to travel within Nunavik.

Place of employment:	Kuujjuaq
Salary:	Minimum $44,511/year; maximum $75,701/year (E8)
Benefits*:	Cost-of-living differential: minimum $8,500 annually; Food allowance: minimum $3,707 annually; Annual leave trips: maximum 3 trips, per person annually; Simplified Pension Plan: 6% employer, 4% employee; Group insurance; Vacation: 20 days annually; Statutory holidays: 19 days including 10 during the Christmas period.

Please submit your cover letter and résumé in English before 5:00pm, on April 22nd, 2022 to:

Kativik Regional Government
P.O. Box 9
Kuujjuaq, QC J0M 1C0
humanresources@krg.ca
Fax: 819-964-2975

** An employee is entitled to receive at least the Northern benefits allocated to an employee without dependants. An employee with dependants is entitled to benefits for her/his spouse and eligible dependants.*

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.