

## 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:

### TRAINING COORDINATOR (Full-time position)

Reporting to the Assistant Director, Administration and working closely with the Coordinator, Transportation Regulatory Process, the Training Coordinator will have the following responsibilities, without being limited to:

- Developing training materials, which includes curriculum, learning objectives and outcomes, lesson plans, facilitator and participant guides, and other pertinent documents, with a team of Coordinators and the subject matter experts for all Transportation department employees;
- Developing and delivering training regardless of format (ex: self-training, classroom, online, practical, in-house, external, etc.) to office staff, equipment operators, and tradespeople
- Preparing and updating training plans, and documenting training records for all Transportation employees;
- Developing and maintaining solid working relationships with peers, subject matter experts, and industry professionals;
- Identifying training needs and gaps by reviewing legislated training requirements for airport staff and reviewing recurring and major incidents and accidents reported;
- Collaborating with a team of Coordinators to ensure all employees are up-to-date with initial and recurrent training;
- Organizing onboarding/orientation training and other related tasks for new employees;
- Assessing vendors, develop proposals, and oversee partnerships with key service providers;
- Coordinating the logistics pertaining to training for trainers, employees, consultants;
- Contributing to the development of operational policies and procedures for the department;
- Assisting investigations and audits related to training;
- Preparing and applying for training grant applications;
- Monitoring budgets for training; and
- Any other required tasks.

#### Requirements:

- Post-secondary education in related field; combination of education and work experience will also be considered;
- At least 1 year of relevant work experience, such as training, learning and development;
- Comfortable in public speaking and able to listen;
- Passion to develop, coach, and mentor others;
- Ability to navigate through ambiguity;
- Demonstrated strong planning and organizational skills;
- Excellent working knowledge in Microsoft Office (Outlook, Word, PowerPoint, Excel), SCORM or equivalent;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French

This position requires frequent travel within and outside Nunavik.

**Place of work:** Nunavik  
**Salary:** Min: \$65 048 yearly – Max: \$89 443 yearly  
**Other benefits:** Cost of living differential: Minimum of \$8 500/year;  
Food allowance: Minimum of \$1 839/year;  
Annual leave trips: maximum of 3 per person annually;  
RRSP: 7% employer's contribution;  
Group insurance;  
Vacation: 30 days/year;  
Statutory holidays: 19 days including 10 days during the Christmas holidays.

Please submit your application to:

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