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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) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55<sup>th</sup> parallel. The KRG is currently seeking to recruit an reliable and responsible candidate to work in the capacity of:

### YOUTH EMPLOYMENT OFFICER (PERMANENT, FULL-TIME POSITION)

Reporting to the Youth Employment Services Coordinator, the Youth Employment Officer will assist in the implementation and operation of a Youth Employment Center. The duties and responsibilities of the youth employment officer include, without being limited to:

- Implement training and pre-employment activities and projects for youth in cooperation with other stakeholders;
- Give information pertaining to programs, services, training, and projects specific to youth;
- Assess the socio-professional integration needs of youth in cooperation with the Local Employment Officers;
- Produce action plans tailored to the specific needs of young adult clients and monitor the implementation of these plan;
- Respond to career-related enquiries and provide personal assistance with job searches, career exploration, resume preparation, cover letters;
- Lead creative workshops in the communities including at schools;
- Assist in the planning, organizing and implementation of communications and other strategies and activities to help ensure the effective delivery of services offered by YES Nunavik;
- Take part in continued training;
- Perform other related duties as requested by the supervisor.

### REQUIREMENTS

- Secondary V diploma (relevant work experience will also be considered) ;
- Minimum of 1 year experience in education, social services or public relation (relevant experience may also be considered) ;
- Basic working knowledge of computer (Microsoft Suite, Facebook) ;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Dynamic, enthusiastic, creative personality and enjoy working with a youth population ;
- Able to transfer knowledge to others and explain technical details to youth population in an easy understandable manner ;
- Detail-oriented and organized ;
- Available to travel when necessary.

**Place of work:** Kuujuaq

**Work Schedule:** Be available to work variable hours including evenings

**Salary:** Min. \$40 959 - Max. \$67 844 a year (Class 6)

**Benefits:** Cost of living differential: minimum of \$8,500 per year;

Food allowance: minimum of \$3,453 per year;

Annual leave trips: minimum of three (3);

Simplified Pension Plan: 6% employer, 4% employee;

Group insurance;

Vacation: 20 days per year;

Statutory holidays: 20 days including 10 days over the Christmas holidays.

**Please send your resumé before 5 p.m. on October 16, 2023 to:**

**Human Resources**

**Kativik Regional Government**

**P.O. Box 9**

**Kuujuaq 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.*