



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 recruiting a professional candidate with demonstrated leadership and organizational skills to work in Kuujuaq, in the capacity of:

**Director, Communications  
(Permanent full-time position)**

Reporting to the Director General, the Director, Communications leads the communications activities and strategies of the Kativik Regional Government (KRG). The Director is responsible for managing all aspects of communications and public education programs including the preparation of information for the public, media relations, websites and intranet and other pertinent communication activities and tools. More specifically the Director, Communications will:

- Plan, organize and monitor the KRG's communications activities and strategies and ensure that the KRG is aligned with all best practices.
- Develop and oversee the implementation of the KRG's yearly communication plan, objectives and priorities and make necessary recommendations for actions/revisions.
- Manage the Department's budget and oversee the work of the communications team.
- Define and follow up on the department's annual objectives.
- Oversee the preparation of press releases, advertising, brochure texts and any other correspondence destined for media and the public.
- Plan and oversee media coverage of events including the KRG related activities, meetings, VIP visits, etc.
- Supervise the translation service of documentation for the KRG Council sittings and other internal services.
- Oversee the development and management of the KRG's websites and intranet.
- Oversee the KRG's relationships with journalists and communications officers in other organizations.
- Liaise and oversee the work of external consultants (translators, etc) as is necessary.
- Manage requests for information submitted under the *Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels*.

**QUALIFICATIONS**

- Bachelor's degree in Communications or in a related field;
- Minimum of seven (7) years of progressive work experience as a media relations officer, communications officer or public relations officer with a minimum of five (5) years in a management role.
- Experience working with media and in the political or journalistic environment will be an asset
- Experience working in an isolated region or with Inuit/indigenous communities will be considered an asset.
- Demonstrated communications skills verbal and written in both English and French, knowledge of Inuktitut will be considered an asset.
- Capacity to synthesize and explain relevant information, capacity to tailor a message to a specific audience;
- Strong leadership skills and a capacity to motivate a diverse team in a dynamic fast paced environment.
- Creative thinking, strong problem-solving skills and demonstrated resourcefulness.
- Strong capacity to understand and manage situations that develop and change quickly;
- Excellent analytical skills;
- Excellent interpersonal skills;
- Written and oral working knowledge of at least two (2) of the following languages: English, French or Inuktitut.

**Place of employment:** Kuujuaq  
**Salary:** Minimum \$100 469/year; maximum \$138 147/year  
**Benefits:** Cost of living differential: Minimum of \$8,500/year  
Food allowance: Minimum of \$3,707/year  
Annual leave trips: Maximum of 3 trips a year  
Pension Plan: 8% employer's contribution  
Group Insurance  
Vacation: Minimum of 30 days/year  
Statutory Holidays: 19 days including 10 during Christmas holidays

**Please send your resume before January 6, 2023, at 5:00 p.m. to:**

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

*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.*