



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:

COORDINATOR- NUNAVIK PARKS (PERMANENT, FULL-TIME POSITION)

The Nunavik Parks Section of the Renewable Resources, Environment, Lands and Parks Department of the KRG has the mandate to manage national parks in Nunavik, including operations and infrastructures

Reporting to the Assistant Director Park Operations, the Coordinator has the mandate to assist in all matters regarding management, planning and coordination of Nunavik parks operations. Specific duties shall include, but not be limited to:

- Participate in the preparation, implementation and follow-up of the parks operational objectives;
- Ensure the follow-up of operations budgets with Parks Directors and Assistant Director, and analyze and verify budget variance reports as required;
- Coach and mobilize the park staff to ensure implementation of procedures, policies and changes;
- Work closely with Park Operation Coordinators, Customer Service and Marketing Agent and Visitor Experience Technician to ensure exceptional customer experiences and services and the delivery of projects related to visitors logistics;
- Provide reports as required such as annual reports and statistic reports;
- Ensure that the Parks administrative and technical files are complete, up-to-date and readily accessible;
- Follow through on all administrative aspects associated with funding agreements, service contracts, call for tenders and procurement procedures;
- Ensure the overall monitoring of parks operations projects: compliance with deadlines, budgets, rules and standards payments, financing, evaluation, statistics, data analysis and reporting (interim and final),etc.;
- Provide advice, feedbacks, reports and analyses to Assistant Director in order to support decisions making process;
- Perform any other related duty requested.

QUALIFICATIONS:

- Possess a college diploma in Public Administration, Tourism management, Parks and Recreation Management, or Management or a related field. Relevant work experience will also be considered;
- Possess at least three (3) years of relevant work experience;
- Project management experience;
- Experience supervising a multi-disciplinary team is an asset;
- Relevant work experience in Tourism or Parks is an asset;
- Ability to process several files simultaneously in a structured and organized manner;
- Be capable of working under pressure and meeting deadlines;
- Excellent ability to express concepts in plain language and actively listen to needs;
- Initiative, independent and capacity for teamwork as well as excellent adaptation skills;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Solid working knowledge of *Microsoft Office*, as well as other specialized software;
- Available to travel in Nunavik;

Place of work: Kuujuaq
Salary: Min. \$69,585 yearly – Max. \$95,681 a year
Benefits: Cost-of-living differential: minimum \$8 500 annually;
Food allowance: minimum \$3 707 annually;
Annual leave trips: maximum of 3 per person annually;
Group benefits including Simplified Pension Plan and Group Insurance;
Vacation: 30 days annually;
Statutory holidays: 19 days including 10 during the Christmas period.

Please submit your resume and cover letter in English and French to:

Human Resources
Kativik Regional Government
P.O. Box 9, Kuujuaq Quebec J0M 1C0
Fax: (819) 964-2975
Email : humanresources@krq.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.