

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 before 5:00 pm on September 1, 2021 to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujuuaq QC J0M 1C0
Fax: (819) 964-2975
Email: 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.