



JOB OPPORTUNITY

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 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. \$38 052 - Max. \$63 028 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: 19 days including 10 days over the Christmas holidays.

Please send your résumé to:

Human Resources

Kativik Regional Government

P.O. Box 9

Kuujuaq 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.