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Kivalliq Inuit Association
ᑎᑎᖅᑲᖃᖅᕕᒃ/P.O. Box 340, ᑲᖏᖅᓕᓂᖅ/Rankin Inlet, ᓄᓇᕗᑦ/Nunavut X0C 0G0
ᐅᖃᓗᑖ/Tel: (867) 645-5725 ᓱᒃᑲᔪᒃᑯᑦ/Fax: (867) 645-2348/645-2355ᐊᑭᖃᙱᑦᑐᒃᑯᑦToll free: 1-800-220-6581

EMPLOYMENT OPPORTUNITY

Program Officer

The Kivalliq Inuit Association has an immediate opening for a Program Officer under the direction of the Social Development Coordinator. The successful candidate will be required to have in-depth knowledge of Inuit youth issues and be able to communicate effectively with youth and proven ability to work in community youth development initiative and providing assistance in the development and delivery of programs, supporting existing youth programs, creating Inuit specific social and cultural programming.

This position will be required to work with multi-levels of Inuit organizations and governments on issues relating to Inuit youth and primarily work with Inuit youth at the community and regional/national level within the Kivalliq region.

Qualifications & Requirements:

- Minimum high school diploma or GED
- Experience working with youth and elders at the community level
- Post-secondary education on Community Development, recreation or Social Development would be an asset
- Equivalencies will be considered
- Ability to communicate effectively in Inuktitut and English

Major Duties and responsibilities include but are not limited to:

- Access funding for social projects (youth, elders, children and community) in the Kivalliq region through proposal writing and other fundraising efforts
- Administer the KCCIP funds and assist applicants throughout the Kivalliq region
- Post-secondary education on Community Development, recreation or Social Development would be an asset; equivalencies will be considered
- Experience in operating computers and computer software such as MS Word, Excel, internet and e-mail
- Excellent research, reading and writing skills as well as budget planning
- Serve as an advocate for the rights and interest of all Inuit
- Some duty travel required

Beneficiaries of the Nunavut Agreement will receive full consideration and priority.

Salary is based on qualifications and the KivIA provides a competitive benefits package. Housing is not available.

CLOSING DATE IS FRIDAY, SEPTEMBER 13, 2019 AT 5:00 PM CST.

PLEASE SUBMIT YOUR RÉSUMÉ TO: kivia@kivalliqinuit.ca

If you have any questions, contact Gabe Karlik, Executive Director, gkarlik@kivalliqinuit.ca