



EMPLOYMENT OPPORTUNITY

Manager, Inuit Programs & Services

Under the supervision of the Director, Inuit Programs and Services, the Manager, Inuit Programs will be responsible for planning, developing and managing the efficient and effective delivery of Kivalliq Inuit Association (KIA) program and services aimed at advancing Inuit beneficiary culture, language, wellness, education, training and economic status within the Kivalliq region. Under the direction of the Director, the incumbent must work closely with Kivalliq beneficiaries to successfully deliver programs and services consistent with KIA goals and objectives. Additional contacts include a wide range of regional, territorial and federal funding agencies; regional organizations; and community organizations. In accomplishing these relationships, the incumbent must have the ability to provide consistent and quality advice.

Responsibilities and Duties

- Attend KIA meetings to receive information on current issues facing beneficiaries
- Meet with beneficiaries of the Kivalliq region frequently to discuss their needs
- Access third-party funding sources through effective communication with funding agencies
- Ensure proposals for access to funding are completed in a timely and professional manner
- Coordinating the preparation of KIA responses and queries regarding departmental activities
- Provide project management support and oversight on programs and service initiatives
- Provide supervision of program staff
- Assist the Director in preparing quarterly and annual financial reports to the KIA Board of Directors

Knowledge, skills and abilities

- Knowledge of project management
- Knowledge of proposal writing, report writing and reporting achievements
- Knowledge of issues affecting beneficiaries in areas such as youth, elders, women men, and children
- Must have knowledge of Microsoft Office suite; Word Processing, Excel, Access (databases), PowerPoint, and internet
- Knowledge of effective oral and written communication techniques
- Ability to host special events, planning and coordination for delivery of programs
- Ability to transcribe and interview elders for collection of Inuit Knowledge
- Ability to manage time and set priorities with the ability to delegate tasks accordingly to meet objectives
- Ability to management stress
- Ability to work in a cross-cultural environment
- Ability to perform presentations in front of an audience
- Ability to problem solve effectively

Knowledge, skills and abilities for this position are usually obtained through completion of a degree in business management or public administration supplemented with 3 years of management experience, or a relevant diploma supplemented by 5 years of Management experience in a related field. Equivalencies will be considered based on a combination of experience, education and community involvement. Oral and written communication skills in Inuktitut will be considered an asset.

Salary is \$133,668.00 with an additional \$30,884.86.00 for Northern and Housing Allowance. The Kivalliq Inuit Association provides a competitive benefits package. This position is located in Rankin Inlet, NU and Housing is not available.

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

CLOSING DATE: DECEMBER 12, 2025, at 11:59 P.M CST

PLEASE SUBMIT YOUR RÉSUMÉ TO DEPARTMENT OF HUMAN RESOURCES

Email: kivia@kivalliqinuit.ca | Phone: Toll free 1-800-220-6581 or 867-645-5765