Kivalliq Inuit Association
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ᑎᑎᖅᑲᖅᑲᖅᕕᖓ P.O. Box 340
ᑲᖏᖅᓱᓂᖅ, ᓄᓇᕗᑦ Rankin Inlet, Nunavut
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EMPLOYMENT OPPORTUNITY
Manager, Education and Training

Under the supervision of the Director, Inuit Programs and Services, the Manager, Education and Training will be managing the efficient and effective delivery of the Kivalliq Inuit Association's (KIA) programs and services aimed at advancing Inuit beneficiary employment and training development in the Kivalliq region. Under the direction of the Director, the Manager will implement and administer KIA's Indigenous Skills and Employment Training Strategy (ISETS) program for training projects, career development services, partnership activities, communication and marketing activities, and provision of childcare to Inuit throughout the Kivalliq region.

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 to reporting staff of six
- Assist the Director in preparing quarterly and annual financial reports for audit and financial purposes

Knowledge, skills and abilities

- Knowledge of project management
- Knowledge of proposal writing, report writing and reporting achievements
- Knowledge of financial planning techniques and tools such as budget forecasting, variance analysis and developing spreadsheets
- Knowledge of career development techniques and strategies
- Knowledge of human resource management techniques, such as performance evaluation, succession planning, team and individual motivation and progressive discipline techniques
- Must have knowledge of Microsoft Office suite: Word Processing, Excel, Access (databases), PowerPoint, and the internet
- Knowledge of effective oral and written communication techniques
- Ability to host community consultations to promote KIA's student support programs.
- Ability to manage time and set priorities with the ability to delegate tasks accordingly to meet objectives
- Ability to manage 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 education, business management or public administration supplemented with five (5) years of management experience. 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: April 24, 2026, 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