

# Employment Opportunities

Kakivak Association is seeking three dynamic individuals to join our team.

Kakivak Association is a community economic development organization that delivers training, employment and business development programs and services to Inuit in the Qikiqtani region.

## **Business Development Officer**

Under the direction of the Manager, Business Services, the Business Development Officer (BDO) delivers a suite of programs and services to assist Inuit entrepreneurs and businesses to startup or expand their business.

The ideal candidate will possess the following skills, experience and qualifications:

- A degree in business administration, commerce or accounting, or demonstrated equivalent work experience
- Three years of related work experience, particularly in a northern or remote environment
- A solid understanding of business principles, community economic development, accounting principles, financial analysis and project evaluation

## **Project Officer**

Under the direction of the Manager, Childcare Youth and Disabilities Department, the Project Officer promotes, delivers and administers the program for Childcare, Youth and Disability, delivered by Kakivak Association.

The ideal candidate will possess the following skills, experience and qualifications:

- Minimum education completed Grade 10
- At least two years of previous related work experience in program delivery
- Proficiency with Microsoft Office applications and ability to learn database systems
- Excellent organizational skills

## **Finance & Support Clerk - Indeterminate Full-Time Position**

Under the direction of the Senior Finance Officer, the successful candidate will be responsible to provide administrative support to the Finance Department.

The successful candidate will have the following qualifications:

- At least 1 yr. previous related work experience in a finance setting
- Minimum Grade 10 completed
- Proficiency with Microsoft Office applications and Database systems
- Must have a working knowledge of Sage 300 (AccPac) accounting software with relevant experience in accounts payable
- Familiarity with payroll and payroll management software is an asset
- Ability to manage multiple files and tight deadlines

**This position is open to Inuit Beneficiaries only.**

The compensation and benefits for each position will include a salary based on experience, plus vacation travel allowance, health and dental insurance and a pension plan. Staff housing is not provided for any position.

We are looking for individuals who are energetic, positive and enthusiastic, work well in a team, and have the initiative to take on new responsibilities. Strong oral and written communication skills in English are required with fluency in Inuktitut considered an asset.



**To submit a resume or request more details on each position email [smaniapik@kakivak.ca](mailto:smaniapik@kakivak.ca)**

**Closing date for all positions: April 19, 2019**