

Employment Opportunities

Kakivak Association is seeking four dynamic individuals to join our team!

Kakivak Association is a community economic development organization serving Inuit by providing programs and services to enhance the strengths of communities in the Qikiqtani Region.

Finance Officer

Under the direction of the Manager Finance Department, the Finance Officer provides a suite of financial activities and services to the Finance Department, as well as support services to each program delivery department.

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

- 2-3 years of post secondary education in finance or accounting, or demonstrated equivalent work experience
- Three years of related work experience in a finance and/or accounting setting with similar job responsibilities
- A solid understanding of accounting and finance principles, financial analytical and data entry skills
- Proficiency with Microsoft Office applications, specifically Microsoft Excel, and the ability and willingness to learn new computer applications
- Excellent organizational skills and ability to manage multiple tasks and projects

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
- Excellent communication and organizational skills
- Ability to travel

Career Services Support Clerk

Under the direction of the Manager, Corporate Services, the Career Services Support Clerk supervises the operation of the Employment Resource Centre, and provides services to clients seeking employment.

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

- One year of related work experience
- Proficiency with Microsoft Office and ability to learn new computer applications
- Ability to manage multiple projects
- Excellent communication and organizational skills

Employment Services Officer

Under the direction of the Manager, Training and Employment, the Employment Services Officer delivers programs to assist eligible clients to become employed, to access training or post-secondary education.

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

- Two years of related work experience
- Proficiency with Microsoft Office and ability to learn new computer applications
- Ability to manage multiple projects
- Excellent communication and organizational skills
- Ability to travel

Kakivak Association offers a competitive compensation and benefits package.

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 and Inuktitut is considered an asset.



To submit a resume or request more information contact Sarah Maniapik (867) 979-8966 smaniapik@kakivak.ca

Closing date: June 26, 2020