

Employment Opportunities

Kakivak Association is seeking four 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.

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

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

The Project Officer promotes, delivers and administers the programs 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

Certification in CPR and First Aid, Northern Experience and Early Childhood experience will be considered as assets.

Senior Project Officer

The Senior Project Officer promotes, delivers and administers the programs 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

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 and Inuktitut is considered an asset.



To submit a resume or request more information contact
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Closing date for all positions: February 5, 2021