EMPLOYMENT OPPORTUNITY

Childcare Coordinator

Under the supervision of the Manager, Education and Training, the Childcare Coordinator will be responsible for administering and monitoring Kivalliq Inuit Association’s Indigenous Skills and Employment Training Strategy (ISETS) Child Care Program, and is also responsible for ensuring that the overall financial management and accountability requirements relating to the KIA’s ISETS Agreement for the childcare program with the Government of Canada are met. The incumbent ensures that ISETS-sponsored daycares are able to access professional financial management, accounting and reporting services that are in keeping with the ISETS Agreement and with Generally Accepted Accounting Principles.

Responsibilities and Duties
The Childcare Coordinator ensures financial management and financial accountability requirements of the KIA’s ISETS Agreement are met by providing input into the development of an annual operating/expenditure plan. Regularly contributing to reports on ISETS program expenditures that are submitted for monitoring, maintain ISETS books and records to ensure consistency with Generally Accepted Accounting Principals for results of all funds received, develop monthly and yearly statistics on operations of childcare facilities, provide assistance in the preparation of monthly and quarterly reports to the Manager, Education and Training for presentation to Board of Directors. Assist in the day-to-day administration of the regions daycares by working with daycare facilities to prepare, manage and monitor their budgets, develop coaching and training needs for daycare staff. The incumbent will be required to represent the KIA at federal, territorial, regional or community meetings and events when required.

Knowledge, skills and abilities
• Knowledge of financial, human resources and records management
• Knowledge of proposal writing, report writing and reporting achievements
• 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 interpret legislation, regulations, policies and procedures governing accounting/financial
• Ability to manage time and set priorities with the ability to delegate tasks accordingly to meet objectives
• Ability to manage stress
• Must have excellent organization skills
• Attention to detail
• Demonstrate effective time management skills
• Ability to work in a cross-cultural environment
• Ability to perform presentations in front of an audience
• Ability to problem solve effectively
• Ability to work with the KIA personnel and the general public with tact, diplomacy, fairness and without prejudice.

The Knowledge skills and abilities are usually obtained through a Post-Secondary diploma in the areas of Business Administration, or Management Studies, supplemented by a minimum of five (5) years of directly related experience. A suitable combination of relevant education and experience may also be considered. Oral and written communication skills in Inuktitut will be considered an asset. This position is considered a highly sensitive position, a clear vulnerable sector check is required.

Starting Salary is $66,685.00 (commensurate with experience) with an additional $24,000 for Northern and Housing allowance and a comprehensive benefits package including an employee pension plan, group insurance, and vacation travel assistance. This position is in Rankin Inlet, and Housing is not available.

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

CLOSING DATE IS June 4, 2021 AT 5:00 PM 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