



Internal/External Employment Opportunities

Kakivak Association is seeking 2 dynamic individuals to join our team! Kakivak is a community economic development organization serving Inuit by providing programs and services to enhance the strengths of communities in the Qikiqtani Region.

Project Officers

(1) Indeterminate (1) 2 year term position

Project Officer

Under the direction of the Department Manager, Training and Employment Department, the Project Officer(s) 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
- Ability to manage multiple files and tight deadlines
- Strong oral and written communication skills in English and the ability to speak and understand Inuktitut is an asset
- Strong work ethic and ability to work in a team environment
- Ability to travel

This position is open to Inuit beneficiaries only

Internal Closing date: October 1, 2021

External Closing date: October 8, 2021

The compensation and benefits will include a salary based on experience, plus vacation travel allowance, health and dental insurance and a pension plan.

We are looking for individuals who are energetic, positive, enthusiastic, work well in a team, and have the initiative to take on new responsibilities.

Job descriptions may be obtained by fax or email. Only candidates selected for interviews will be contacted.

Interested individuals should submit a resume to smaniapik@kakivak.ca or deliver in person to our office at the Parnaivik Building.