

Employment Opportunities

Kakivak Association is seeking five 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.

Finance Officer

Under the direction of the Manager of Finance, 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

Project Officer (2)

Under the direction of the Manager, Childcare Youth and Disabilities Department or the Manager, Training and Employment Department, the Project Officer(s) promotes, delivers and administers the programs for Skills Link, Childcare, Youth and Disability, Individual Sponsorship and Employment Related Training delivered by Kakivak Association.

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

- Minimum education completed Grade 10
- At least one year of previous related work experience in program delivery
- Proficiency with Microsoft Office applications and ability to learn database systems

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
- Five 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
- **The Business Development Officer position is open to Inuit Beneficiaries only**

Corporate Services Officer

Under the direction of the Manager, Corporate Services, the Corporate Services Officer will assist and support the entire suite of corporate service functions and activities for the organization, in managing the office in both personnel and materials used in effective administration.

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

- One year post-secondary education in a related field or demonstrated equivalent work experience
- At least three year's work experience
- Ability to deal with multiple projects and demanding deadlines

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 work well in a team, and have the initiative to take on new responsibilities.



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

Closing date for all positions is May 20, 2022

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