



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.

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;
- Salary range for this position is \$65,987.78 to \$88,940.02, plus a Northern Allowance of \$27,600 per annum.

Business Development Officer

Under the direction of the Manager, Business Services, the Business Development Officer delivers a suite of programs and services to assist Inuit entrepreneurs and businesses to start-up or expand their business.

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

- 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;
- Salary range for this position is \$65,987.78 to \$88,940.02, plus a Northern Allowance of \$27,600 per annum.

Career Services Support Officer

Under the direction of the Manager, Corporate Services, the Career Services Support Officer is responsible for the day-to-day operation of the Kakivak Career Centre by maintaining the job board and computers, assisting clients with resume building, job and career counselling services, help plan and attend public outreach events.

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

- Grade 12 or equivalent experience;
- Practical understanding of the problems facing Qikiqtani Inuit in acquiring meaningful employment;
- At least one year in related client and communications experience;
- Proficiency with computer word-processing and spreadsheet software and Microsoft Office;
- Salary range for this position is \$65,987.78 to \$88,940.02, plus a Northern Allowance of \$27,600 per annum.

Employment Services Officer

Under the direction of the Manager, Training and Employment, the Employment Services Officer will deliver programs to assist eligible clients to become employed, or to access training or post-secondary education. The Employment Services Officer will work closely with representatives of other training agencies, employer/industry associations, and other stakeholder groups active in the Qikiqtani Region.

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

- Experience and proven skill in the field of human resource development, adult education or program delivery, or career services;
- College Diploma in Human Resource Development, or equivalent;
- Proficiency with computer word-processing and spreadsheet software and Microsoft Office;
- Familiarity with the Qikiqtani Labour force demographics and job market;
- Salary range for this position is \$65,987.78 to \$88,940.02, plus a Northern Allowance of \$27,600 per annum.

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. Preference will be given to Nunavut Inuit applicants.

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

Interested individuals can request full job descriptions or submit a resume to nhenderson@kakivak.ca or deliver in person to our office at the Parnaivik Building in Iqaluit.

Closing dates for all positions: February 2, 2024