



Employment Opportunity

Early Learning and Childcare Project Coordinator

The Kitikmeot Inuit Association has an immediate opening for a ELCC Project Coordinator at the head office in Cambridge Bay.

Under the direction of the Manager, Inuit Employment and Training, the ELCC Project Coordinator plays an integral role in the implementation of the KIA's ISETP Agreement related to Early Learning and Child Care (ELCC) in the Kitikmeot region.

Responsibilities include: leading community ELCC initiatives, programs, capital projects; monitoring and reporting results; providing Day Cares with administrative support and advice on human resource and staffing issues, and working closely with their Bookkeepers; facilitating training opportunities for Day Care Staff and Board Members. The ideal candidate will have the ability to function with minimal direction, while working in a team environment, have northern experience, and familiarity with Inuit culture.

Salary range: \$91,170 to \$115,730, plus a Northern Allowance of \$25,233, Vacation Travel Assistance package and other employment benefits including a pension plan. Relocation assistance is available. Housing may be available.

Knowledge, skills and abilities for this position are usually obtained through completion of a Post-Secondary Degree in Early Childhood Education/Education, or Program Management, supplemented with two years of related experience, or a relevant College Diploma supplemented with 3 years of experience in a related field. Other relevant equivalencies may be considered.

Please submit your resume and cover letter outlining education, and relevant work experience information to:

Michelle Buchan, Manager, Inuit Employment and Training
Kitikmeot Inuit Association
Box 18
Cambridge Bay, Nunavut X0B 0C0
e-mail: mbuchan@kitia.ca

Preference will be given to Inuit who meet the qualifications, and are enrolled under the Nunavut Agreement. A Job Description is available upon request, starting January 3, 2024.

KIA will only contact those candidates considered for an interview. Job Offer is contingent upon a satisfactory Criminal Record and Vulnerable Sector Security check.

Closing date: February 7, 2024 at 5:00PM MST