867-979-0911 www.kakivak.ca 924 Mivvik Street, Iqaluit, NU

RE-ADVERTISEMENT
WE'RE HIRING:

Manager, Corporate Services

Closing: Sep 6, 2024

Are you interested in supporting Kakivak Association through it's Strategic Plan and helping Inuit succeed?

Join us at Kakivak Association, where your experience in corporate services can directly contribute to the success and growth of our organization, dedicated to help Qikiqtani Inuit succeed. We are on the lookout for a dedicated **Manager of Corporate Services** who is passionate about supporting our organization through effective administration, governance and human resource management.

WHO WE'RE LOOKING FOR:

- Individuals with a diploma in Office Administration, Business Management, Management Studies, or a related field.
- Candidates with five years of relevant work experience, especially those familiar with working for a non-profit organization in Nunavut.
- Those with strong supervisory experience and the ability to manage multiple files and meet demanding deadlines.
- Effective verbal and written communication skills and proficiency in MS Office applications.
- A thorough understanding of Kakivak's mission, programs, services, and activities is an asset.
- Ability to communicate in Inuktitut is a definite asset.

WHAT WE OFFER:

- A collaborative environment where you will be part of the Kakivak Managers Committee, working towards the collective success of our 10-year Strategic Plan and Annual Operations Plan.
- The chance to manage and enhance the organization's administration, human resources, and corporate services.
- The opportunity to ensure seamless Board meeting operations by coordinating all logistics related to Kakivak's Board of Directors meetings and travel.
- Salary range is **$124,114 – $171,396** plus Northern Allowance of **$27,600**.
- Compensation and benefits include a salary based on experience, vacation travel allowance, health and dental insurance, and a pension plan.
- Staff housing is not provided for any position.
- **Open to Inuit applicants only**

Join Us: *Make a meaningful impact within our organization by ensuring the efficient and effective management of our corporate services. Help us maintain a strong foundation that supports the success of Inuit across the Qikiqtani Region.*

Resumes@kakivak.ca

Only those selected for interviews will be contacted.