



<b>POSITION:</b>	<b>COORDINATOR OF COMMUNITY EDUCATION SERVICES</b>
<b>DEPARTMENT:</b>	<b>ADULT EDUCATION AND VOCATIONAL TRAINING CENTRE</b>
<b>COMPETITION NUMBER:</b>	<b>CCE-ADULT1906-01</b>
<b>LOCATION:</b>	<b>SALLUIT</b>
<b>STATUS:</b>	<b>FULL-TIME REGULAR POSITION</b>
<b>STARTING DATE:</b>	<b>AUGUST 2019</b>

*Kativik Ilisarniliriniq is a school board offering educational services in the 14 communities of Nunavik.*

**FUNCTION & DUTIES:**

Under the authority of the Director of Adult Education and Vocational Training Centre, the coordinator of community education service is responsible for the following files:

- Oversee and administer Centre's daily operation including office rentals;
- Responsible for the Centre's financial activities;
- Is the liaison between the community and the Board;
- Responsible for the organization and supervision of the equipment including Centre, residences, vehicles and equipment.
- Provide general support to the staff;
- Any other related tasks required by the Director.

**QUALIFICATIONS:**

Undergraduate degree in a relevant field of study certifying a minimum three (3)-year university program or hold a senior or senior executive staff position, excluding a position as manager, in a board.

*The Board may, at its discretion, waive any or all of the afore-mentioned qualification requirements if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement and who accepts, as a condition of employment, to follow a training plan determined by the Board*

**REQUIREMENTS:**

- A minimum of three (3) years of experience in the field of administration or education or equivalent relevant experience recognized by the Board.
- Fluency in Inuktitut and either French or English.
- Must have been a full-time resident of an Inuit community of Nunavik for at least ten (10) years.

**CLASSIFICATION / SALARY / BENEFITS:**

Class 8 as per the KI working conditions of managers / from \$84,166 to \$112,219 depending on experience and qualification, plus northern allowance.

**In addition to salary, you may be eligible to other benefits such as:**

- 25 days of annual vacation
- Up to 10 recuperation days
- 2 weeks of vacation during Holiday season

**and, when applicable, other benefits such as:**

- Summer schedule
- Housing
- Northern allowance
- Social trips
- Food cargo

**All benefits are prorated based on the percentage of the task.**

**DEADLINE FOR APPLICATION IS: 4:00 pm, June 27, 2019**

**SEND APPLICATION BY EMAIL TO:**

**management@kativik.qc.ca**

**You must indicate CCE-ADULT1906-01 in the subject of the e-mail.**

**Human Resources  
Kativik Ilisarniliriniq**

**Only those candidates under consideration will be contacted.**