



TERM Employment Opportunity - Career Services Project Officer -

Location: Cambridge Bay

Type of Employment: *This is a one-year term position* with the possibility of extension

The Kitikmeot Inuit Association (KIA) has an immediate opening for a Career Services Project Officer in Cambridge Bay. This is a one-year term position with a potential start date of early January and the possibility of extension.

Under the direction of the Manager, Inuit Employment and Training, the Career Services Project Officer will assist with the delivery of employment and training programs and services for Kitikmeot Inuit. This position requires the ability to function in an active, changing environment, and to operate with minimal direction from the immediate supervisor.

The Career Services Project Officer provides career services including basic career counselling; client assessments; resume writing; assisting with case management of client information; employment readiness workshops; leading the maintenance and promotion of the Career Centre; providing support to Employers and assisting with coordination of employment and training projects. Intermediate computer skills in word processing, use of spreadsheets, internet usage, electronic communications and filing are required for this position.

Knowledge, skills, and abilities for this position are usually obtained through completion of a one-year college certificate program related to Program Administration, Career Development or a similar field, along with one year of related experience. A minimum of two years of relevant experience may be considered.

Salary range: \$88,107 - \$111,653, plus a northern allowance of \$25,945.75, a housing allowance of \$6,289.88, Vacation Travel Assistance and other employment benefits A Job Description is available upon request.

This entry level position is open to Inuit residing in Cambridge Bay. Housing is not available for this position. Incomplete applications will not be considered, and the KIA will only contact applicants considered for an interview.

Please submit your COVER LETTER AND RESUME outlining qualifications, and relevant work experience information to:

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

This position will remain open until filled.