JOB ADVERTISEMENT
Career Services Project Officer
Cambridge Bay, Nunavut

The Kitikmeot Inuit Association (KIA) has an immediate opening for a Career Services Project Officer (CSPO) in Cambridge Bay. This is an indeterminate position.

Under the direction of the Manager, Inuit Employment and Training, the CSPO will work with the Career Services Team to 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 CSPO needs to be familiar with Kitikmeot communities and provides career services, including: basic career counselling, client assessments, resume writing, assisting with case management of client information, delivering employment readiness workshops, maintaining and promoting the Career Centre, providing support to employers, and assisting with coordination of employment and training projects. Computer skills in word processing, development of spreadsheets, 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 as an alternative to the educational requirement.

Salary range: $92,745-$117,530. KIA has a comprehensive employee benefits package plus $27,311.52 Northern Allowance. **No Housing is available for this position.**

Interested applicants are encouraged to submit a cover letter and a resume, giving education, and work experience background information to:

Donna Olsen-Hakongak
Human Resources Consultant
Kitikmeot Inuit Association
PO Box 18 Cambridge Bay, NU X0B 0C0
Or by email to: dolsen-hakongak@kitia.ca

Preference will be given to Kitikmeot Inuit Beneficiaries. Applicants with questions, or who want to request a full job description can contact Donna Olsen-Hakongak at 867.983.2458 Ext. 1028.

KIA will only contact those candidates considered for an interview.

Closing Date: June 30, 2026, at 5:00 pm MST.