JOB ADVERTISEMENT
Community Program Administrator (3 Positions)
Kugaaruk, Kugluktuk, and Taloyoak, Nunavut

The Kitikmeot Inuit Association (KIA) is seeking **three (3) Community Program Administrators** to join our team. One position is available in each of the following communities: **Kugluktuk, Kugaaruk, and Taloyoak**. These positions are term positions until March 2027 with the possibility of extension or transfer.

As a member of the Social and Cultural Development team, a Community Program Administrator is responsible for the planning, coordination, management, and effective delivery of community-based programs and projects that support the well-being of residents and align with KIA's strategic priorities.

Knowledge, skills, and abilities for this position are usually obtained through a high school diploma, and a minimum of two (2) years of experience volunteering and coordinating community-based projects.

Strong organizational, communication, and interpersonal skills are required and the ability to speak **Inuktut** is considered an asset.

Equivalent combinations of education and experience may be considered.

The salary range for this position is **$75,906 to $95,834 per year**. 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:

HR at KIA
Kitikmeot Inuit Association
PO Box 18 Cambridge Bay, NU X0B 0C0
Or by email to: HR@kitia.ca *

Clearly indicate **the position title and **preferred community location in the subject line of the email.***

Preference will be given to Kitikmeot Inuit Beneficiaries. Applicants with questions, can email socialhr@kitia.ca. **A full job description is available at www.kitia.ca**.

KIA will only contact those candidates considered for an interview.

Closing Date: August 28, 2026, at 5:00 pm MST