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Comité consultatif de l'environnement Kativik
Kativik Environmental Advisory Committee

JOB OFFER

The Kativik Environmental Advisory Committee (KEAC) is an advisory body to the governments responsible for environmental and social protection in Nunavik. The KEAC is currently seeking a motivated and organized individual to join its team in the position of:

ENVIRONMENTAL POLICY ANALYST
(TEMPORARY FULL-TIME POSITION)

The Environmental Policy Analyst conducts research, analyzes information and provides professional expertise and recommendations concerning proposed laws, regulations, policies and strategies that could impact the environmental and social protection regime set out in Section 23 of the James Bay and Northern Quebec Agreement (JBNQA).

The Environmental Policy Analyst will also collaborate with local and regional partners to reinforce knowledge and improve impact assessment procedures in Nunavik, notably through the analysis of monitoring practices in the region, the participation in a working group aimed at updating the Schedules from Section 23, leading the work on a best practice guide for consultation in the Region and contributing to the organization of a seminar on impact assessment.

Reporting to the chairperson and members of the KEAC, and working closely with other staff employees, the Environmental Policy Analyst will have the following responsibilities:

Analyst tasks

- Determine the applicability and potential effects on the environmental and social protection regime under Section 23 of the JBNQA of proposed policies, laws, and regulations and provide informed professional expertise, recommendations, and advice to the KEAC members to support the analyses;
- Collaborate with regional and local partners on important issues;
- Monitor issues likely to affect the quality of life of Nunavik residents, both in the communities and on the territory, and formulates recommendations to the members on the appropriate action to be taken;
- Contribute to drafting letters, briefs, opinions, or other documents, in collaboration with the executive secretary, the environmental analyst, and the members involved while ensuring these documents are produced according to the expectations and established deadlines;
- Participate in the KEAC's day-to-day activities as well as events (meetings, teleconferences, consultations, etc.) and helps to ensure that they run smoothly, in support of the executive secretary and chairperson;
- Represent the KEAC in workshops, conferences and working groups when required.

Operation of the secretariat

- Ensure follow-up of correspondence and recommendations from the KEAC;
- Help organize and coordinate activities as well as provide relevant information for KEAC meetings, including official meetings such as hearings, parliamentary commissions, and consultations;
- Coordinate and assist in the drafting, translation and transmission of various documents, such as the KEAC’s annual report, letters, briefs, meeting minutes and other technical documents;
- Assist, when required, with the administration of the KEAC operating budget and development of KEAC financial reports
- Assist when required, with KEAC archives and communication strategy.

REQUIRED SKILLS

- A university degree in an environmental field, environmental law, Indigenous studies or social sciences;
- At least two (2) years of experience analyzing policies, regulations, and laws;
- Project management experience is a plus;
- Knowledge of the JBNQA and Indigenous Law in Quebec and Canada is a plus;
- Advanced written and oral proficiency in English and French;
- Knowledge of Inuktitut is a plus;
- Proficiency with Microsoft, Adobe, and meeting scheduling tools;
- Ability to work independently, excellent organizational skills.

Any experience deemed equivalent will be considered.

Work Location:	Remote work, with occasional travel
Work Schedule:	35 hours per week (negotiable), 12 months contract
Salary:	$73,400-$102,720 annually
Other Benefits:	
	Simplified pension plan: 6% paid by the employer, 4% paid by the employee; Vacation: 20 days; Holidays: 20 days, including 10 during the holiday season**.**

Please email your resume by November 30, 2026, to: keac.ccek@gmail.com

The KEAC is an employer committed to the principle of equal access to employment. In accordance with this principle and the James Bay and Northern Quebec Agreement, conditions may vary to promote the employment of Inuit candidates.

Only candidates selected for an interview will be contacted.