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Comité consultatif de l'environnement Kativik
Kativik Environmental Advisory Committee

JOB OPPORTUNITY

The Kativik Environmental Advisory Committee (KEAC), a consultative body to responsible governments in matters relating to environmental and social protection in Nunavik, is now looking for a self-motivated and organized individual interested in joining the KEAC to work in the capacity of:

ADMINISTRATIVE COORDINATOR
(PERMANENT, FULL-TIME POSITION)

Reporting to the KEAC Chairperson and members, and working closely with the other staff members, the Administrative Coordinator will have the following responsibilities related to the operation of the KEAC secretariat:

- Organize and coordinate KEAC meetings and activities.
- Ensure communications with regional and government contacts.
- Ensure the management and follow-up of the KEAC's operating budget and prepare and present monthly expense reports to the administrative sub-committee.
- Ensure proper implementation of the KEAC Human Resource Policy.
- Participate in the drafting, translation, proof reading and transmission of various documents such as the KEAC's annual report, letters, briefs, meeting minutes and other technical documents.
- Ensure the proper management of information produced, collected, or used by the KEAC and its secretariat, including accessing, updating, maintaining, archiving, disposing of and protecting information according to its nature and sensitivity.
- Update and maintain content of the KEAC website, including the secure member's portal, and communication strategy.
- Keep the Kuujjuaq office supply inventory up to date and ensure equipment is in good working order.
- Perform other tasks as delegated by the members of the KEAC.

QUALIFICATIONS

- High school diploma or related work experience.
- Minimum of two (2) years of experience in administrative work.
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.
- Good working knowledge IT tools such as Microsoft, Adobe and online meeting scheduling tools.
- Ability to work independently, excellent organization skills.

Place of work:	Kuujjuaq (possibility of hybrid work)
Salary and conditions:	Minimum: $56,000 a year; maximum $78,400 a year / 35 hours per week
Other Benefits:	If based in Nunavik, Northern benefits in accordance with KEAC Human Resource Policy Simplified Pension Plan: 6% employer, 4% employee Vacation: 20 days per year Statutory Holidays: 20 days per year, including 10 during the Christmas holidays

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

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

Only candidates selected for an interview will be contacted.