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Kativik environmental quality commission
Commission de la qualité de l'environnement Kativik

JOB OPENING

The Kativik Environmental Quality Commission (KEQC) was established under Chapter 23 of the *James Bay and Northern Quebec Agreement* (JBNQA) and is responsible for implementing the environmental and social impact assessment and review procedure with respect to development projects under the provincial jurisdiction north of the 55th parallel. The Commission is seeking a dynamic and motivated individual for the following position in the community of Kangiqsujuaq, Nunavik:

Executive Secretary
of the Kativik Environmental Quality Commission
(full-time position for a period of one year, with the possibility of renewal)

Reporting to the Chair of the Kativik Environmental Quality Commission (KEQC), the selected candidate will:

- Analyze and prepare draft briefing notes on projects submitted to the KEQC;
- Review reports and documentation with members appointed by the Kativik Regional Government (KRG);
- Organize and prepare the agenda and documentation for KEQC meetings;
- Handle logistics and coordination for KEQC meetings and public consultations;
- Prepare minutes and reports on activities;
- Keep the Commission members informed of issues of interest and developments
- Administer and monitor the annual budget;
- Send, receive and file KEQC correspondence and ensure follow-up;
- Draft KEQC decisions and forward correspondence;
- Keep the website up to date and review its content;
- Manage the establishment and upholding of the KEQC Secretariat in Nunavik
- Respond to various administrative requests from different ministries or public bodies;
- If requested, serve as liaison with promoters, various authorities and organizations;
- Carry out other related tasks at the Chair's request.

The selected candidate must:

- Have a university degree or relevant experience in a related field;
- Have an interest in understanding and communicating various elements of technical, scientific and social studies;
- Possess good organizational and administrative skills;
- Be able to communicate orally and in writing in French and English (fluency in Inuktitut is an asset);
- Possess good communication skills
- Be able to work independently, as well with a team and have a great sense of resourcefulness;
- Have a good understanding of aboriginal issues and of Nunavik in general (considered an asset);
- Have a good knowledge of basic office software;
- Have knowledge or experience of the northern environment (considered an asset);
- Be willing to travel frequently and to live in a remote area.

Place of work:	**Kangiqsujuaq, Nunavik (possibility of relocation)**
Salary:	**$57,000 to $78,000 per year (35 hours per week)**
Other benefits: *	Cost of living allowance; Affordable subsidized Housing; Food allowance; Three annual leave trips; Annual vacation: 30 days per year; Official holidays: 19 days, including 10 days during the Holiday season.

Please send your resume before 5 p.m. on March 22, 2020, to the following e-mail address:
secretariat@keqc-cqek.ca

For more information, visit our website: https://www.keqc-cqek.ca/en/

** Every employee is eligible for the northern allowance for an employee without dependents.*

The KEQC is an equal opportunity employer. Consequently, and in accordance with the James Bay and Northern Quebec Agreement*, conditions may vary in order to promote the hiring of Inuit candidates.*

Only those candidates selected for an interview will be contacted.