

Community Coordinator



STATUS	Permanent / Full time (35 hrs wkly)
DEPARTMENT	Client Services
DIRECT SUPERVISOR	Director
LOCATION	Kuujuaq
STARTING DATE	To be determined
POSTING END DATE	Until the position is filled

The Kativik Municipal Housing Bureau (KMHB) provides comfortable, safe and affordable homes adapted to Inuit needs and culture. Through its programs and services, it contributes to the development of vibrant, sustainable and safe communities.

FUNCTION & RESPONSABILITIES

Under the supervision of the Assistant Director of Client Services the Community Coordinator's main goal is to help standardize procedures so that it's the same in all offices. Alongside the housing manager, the community coordinator provides support to employees through training; coordinates schedule, assists client services in the 14 communities. Also helps manage the local KMHB Facebook pages and substitutes the Housing Manager when they're absent.

QUALIFICATIONS

- Secondary V diploma or pertinent experience in replacement of diploma
- Two (2) years of experience ideally related to Clients Services department or activities

REQUIREMENTS

- Ability to work in two of the three languages of the region (Inuktitut, English or French)
- Knowledge of Microsoft Office Suites (Word, Excel, Outlook)
- Willing to travel to other communities for training or meetings

SKILLS & COMPETENCIES

- A great sense of client services
- Strong communication skills
- Ability for team work
- Reliable and punctual
- High concern for confidentiality
- Capacity to organize and prioritize to respect deadline

SALARY / BENEFITS

KMHB offers a competitive salary, RRSP, Cargo, flight tickets, cost of living deferential benefit and interesting working conditions. The minimum starting salary is \$29.18 and could be more based on the evaluation of experiences related.

JOIN OUR TEAM!

SEND YOUR RESUME TO:

HR@omhkativikmhb.qc.ca

Human Resources – KMHB

P.O. box 1200 - Kuujuaq, QC J0M 1C0

☎(819) 964-2000 Ext: 281