



JOB POSTING

Communication Project Agent

(Full-time, 1 year maternity leave replacement)

Launched in 2015, Qarjuit Youth Council is an ethnic non-profit organization that is led by youth for youth all over Nunavik. In this organization we are looking for an individual who is dynamic punctual person to join our team as a Project Agent! The Project Agent is responsible for:

Responsibilities

- **Reach out to all Nunavik and Chisasibi Inuit youth by creating and sharing interesting content on QYC social media platforms and radio.**
- **Brainstorm with the team and produce interesting content for the newspaper Uvikkait Ullumi.**
- **Get in touch with Local Youth Committees and offer them support in funding applications and project development.**
- **Collaborate with the team in the planning of various youth gathering (i.e., the Annual General Meeting, retreat on the land with elders, Regional Youth Networking tour, etc...).**
- **Support QYC staff in the execution of all projects in the organization's yearly action plan.**
- **Perform any other duties assigned by the supervisor.**

Requirements

- **Eager to learn, willing to take on challenges and be reliable.**
- **A high school diploma (other diplomas will be considered)**
- **Be able to communicate and work in Inuktitut and English.**
- **Good knowledge of computers and office software (Word, PowerPoint, etc.)**

Place of Work:

Kuujuuaq, Quebec

Salary:

According to the salary scale

Please feel free to submit your resume by email to our human resources @ Human.resources@qarjuit.ca and/or Communications @ Communications@qarjuit.ca

We thank all applicants for their interest in this position, however, only those applicants under consideration will be contacted.