



## JOB POSTING

# General Manager

(Full-time, permanent position, Category 1)

Launched in 2015 as an ethnic and non-for-profit organization, Qarjuit Youth Council is looking for an ambitious and energetic General Manager to join our team and help us expand our development.

The General Manager, under the supervision of the Board of Directors, is responsible to ensure that day-to-day operations run smoothly. The General Manager will draw up weekly schedules, manage team meeting, lead the promotions and planning of the Annual Action Plan, oversee financial and yearly budget, while ensuring positive relation with our partners and donors. The Manager should be experienced in a supervisory role, clearly communicate project and event objectives, and support the team achieving all goals and objectives.

## RESPONSABILITIES

- Cooperating with the staff and Board of Directors, assisting with anything from project planning to staff management.
- Assisting with financial analysis and reporting to all donors (quarterly and annual report).
- Overseeing financial audit and yearly budget in collaboration with the Secretary Treasurer;
- Nurturing positive working relationships with staff.
- Supervising staff and delegating daily tasks.
- Addressing any issues in a timely fashion, in collaboration with the Human Resources officer.
- Promoting the organization on social medias.
- Ensuring that all projects and events are running smoothly.
- Taking care of administration duties such as filing system, insurance, car registration, inventory of equipment, etc.
- Promote Qarjuit Youth Council's mission, its development and growth
- Ensuring and developing positive relations with all partners.

## WORK EXPERIENCE

- 1 to 3 years in a management position in the social intervention field.
- Experience as a member of an organization which experienced major growth or significant transformation would be an asset.
- Significant work experience in Nunavik or in another indigenous context would be considered an asset.

## REQUIREMENTS

- Ability to empower and positively influence the team
- Reliable, organized and interested to learn
- Capacities to work on various files at the same time



- Ability to communicate professionally with Board members, staff members, funders and collaborators, and the general public.
- Good leadership skills and able to work independently
- Strong problem-solving abilities
- Work experience in management will be taken into consideration
- Be able to communicate and work in two of these languages: Inuktitut, English or French
- A high school diploma (other diplomas will be considered)
- Promotes and maintains a healthy lifestyle in the community.
- Good interpersonal skills including the ability to use tact and diplomacy and work under pressure.

### **Place of Work**

Based in Kuujjuaq (head office)

### **Salary**

Between \$60,000 and \$65,000 per year (depending on the experience)

### **Other Benefits**

2 APEX airline tickets

5,000 Cost of Living Differential (for Nunavik residents)

10 paid traditional days

Paid training based on the candidate's skills and interest in career development for this position

### **Entrance Date**

February 05, 2024

Please feel free to submit your application by hand to our office in Kuujjuaq @448 Ford Road or by sending your resume before February 02<sup>nd</sup>, 2024, 5:00 PM to [human.resources@qarjuit.ca](mailto:human.resources@qarjuit.ca)

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