





<b>POSITION:</b>	<b>ASSISTANT DIRECTOR – SERVICE TO BUSINESSES AND COMMUNITIES</b>
<b>DEPARTMENT:</b>	<b>ADULT EDUCATION AND VOCATIONAL TRAINING</b>
<b>SALARY:</b>	<b>FROM \$116,551 TO \$155,396 DEPENDING ON QUALIFICATIONS AND EXPERIENCE</b>
<b>COMPETITION NUMBER:</b>	<b>DIRADJAE2607-01</b>
<b>LOCATION:</b>	<b>MONTREAL</b>
<b>STATUS:</b>	<b>FULL-TIME REGULAR POSITION</b>
<b>STARTING DATE:</b>	<b>AUGUST 2026</b>

*Kativik Ilisarniliriniq is a school board offering educational services in the 14 communities of Nunavik.*

**FUNCTION & DUTIES:**

Reporting directly to the Director of Adult Education and Vocational Training, the assistant director provides strategic oversight of the Service to Businesses and Communities (SBC) department’s growing portfolio of projects, partnerships, and multi-source funding. The position operates with a high level of autonomy in the planning, implementation, and oversight of SBC activities, partnerships, and funding agreements, and ensures proper supervision across programs while strengthening financial governance and accountability. The assistant director also provides dedicated leadership to support growth and innovation in the sector, and directly supervises project development officers and administrative technicians.

**This position includes among others the following responsibilities:**

- Oversee the full SBC project portfolio, ensuring alignment with departmental priorities and community needs.
- Manage multi-source funding, including budgeting, compliance, reporting, and risk mitigation.
- Develop and maintain strategic partnerships with regional organizations, communities, and external institutions.
- Participate cross-sector initiatives between Service to Businesses and Communities, Vocational Training, and General Education
- Supervise and support staff, including project development officers, consultants
- Ensure accountability and performance monitoring of all SBC activities and deliverables.
- Lead strategic planning and identify opportunities for program development and expansion.
- Represent the department in external meetings, negotiations, and inter-organizational committees.
- Report on activities, outcomes, and financial status to the director
- Align operations with funding agreements, policies, and organizational procedures.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

**QUALIFICATIONS:**

Bachelor’s degree in administration or in a relevant field.

*The Board may, at its discretion, waive any or all of the above-mentioned qualifications if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement (JBNQA) and who accepts, as a condition of employment, to follow a training plan determined by the Board.*

**REQUIREMENTS:**

- Eight (8) years of relevant experience with at least five (5) years in a management position.
- Fluency in two of the three official languages of the Board (Inuktituk, English, French).
- Excellent management and organisational skills in order to create an efficient work environment.
- Initiative.
- Excellent knowledge of MS Outlook, Word and Excel.
- Knowledge of Nunavik and the Inuit culture is an asset.

**CLASSIFICATION / SALARY / BENEFITS:**

Class 10\* as per the working conditions of managers/ from \$116,551 to \$155,396 annually depending on qualifications and experience. All benefits are prorated based on the percentage of the task.

<p><b>In addition to salary, you <u>may</u> be eligible to benefits such as:</b></p> <ul style="list-style-type: none"> <li>• 30 days paid vacation</li> <li>• Up to 10 paid recuperation days</li> <li>• 2-week paid holiday period</li> <li>• Employee and Family Assistance Program (EFAP), including telemedicine support</li> <li>• Career development opportunities</li> <li>• Hybrid work schedule</li> </ul>	<p><b>and, <u>when applicable</u>, other benefits such as:</b></p> <ul style="list-style-type: none"> <li>• Summer schedule</li> <li>• Northern allowance ranging from \$12,178 to \$25,326</li> <li>• Food transportation allocation</li> <li>• Paid relocation benefits</li> <li>• Attraction and retention bonus ranging from \$3000 to \$9000</li> <li>• Up to three (3) round trips to and from Nunavik</li> </ul>
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**DEADLINE FOR APPLICATION: July 22, 2026 at 4 PM**

**To apply:**

- 1) Visit our career website (<https://career.kativik.qc.ca/>) and click on “Apply”; OR
- 2) Send your CV to [applications@kativik.qc.ca](mailto:applications@kativik.qc.ca) and indicate **DIRADJAE2607-01** in the subject of the e-mail.

*Only those candidates under consideration will be contacted.*

