



# Job Opportunity

## Executive Director

Qavvivik Inuit Family and Community Health Centre (Montreal)

Qavvivik is an Inuit-lead and Inuit-run non-profit organization based in Montreal serving the needs of Inuit living in southern Quebec. Incorporated in 2022, Qavvivik has developed a suite of services for the Inuit community including Elders support network, health system navigation and medical clinical services. Our organization is entering a new phase in its development and is seeking to fill the position of Executive Director. The Executive Director will be responsible to lead the organization in its mandate to serve the health and social needs of the community. We are looking for a recognized and experienced leader who truly cares about the health and wellbeing of the community.

### **Specific responsibilities include :**

- Ensure the daily operations of Qavvivik;
- Oversee the financial planning, budgeting, reporting and management of programs and projects
- Engage the community in program development and organization operations
- Work with other team members to identify funding opportunities, write proposals for potential projects, and support the administration of projects;
- Develop and maintain partnerships with other health and community organizations;
- Collaborate with local and regional partners to develop activities and programming;
- Maintain dialogue with the board of directors;
- Develop and implement strategic plans

### **QUALIFICATIONS**

Have experience in non-profit, community, health or governance sectors as manager or director;

- Have knowledge of the health issues and services available to Inuit in the south;
- Be a beneficiary of an Inuit land claims agreement or have significant lived experience in Inuit communities;
- Demonstrated leadership and management skills;
- Strong interpersonal and communication skills;
- Be fluent in at least two of Inuktitut, English and French;

**SALARY AND BENEFITS**

Salary 80-100K depending on experience.

Possibility of relocation allowance for northern applicants

**Location:** Montreal (Verdun)

**How to apply:**

Send your resume, a brief letter describing your experience and interest in the position, and the names and contact information of 2 references to : [recruit@qawvivi.ca](mailto:recruit@qawvivi.ca)

Deadline to apply: 22 Novembre 2024