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RÉGIE RÉGIONALE DE LA SANTÉ ET DES SERVICES SOCIAUX DU NUNAVIK
NUNAVIK REGIONAL BOARD OF HEALTH AND SOCIAL SERVICES

*The **Nunavik Regional Board of Health and Social Services** (NRBHSS), incorporated under the James Bay and Northern Quebec Agreement (section 15) as well as the Act respecting health services and social services, covers the entire territory located north of the 55th parallel. Its mission is to adapt health and social services programs to the population's needs and the region's realities and to ensure efficient organization of the resources made available to the Nunavik region.*

The Regional board seeks to fill the following temporary assignment:

Administrative Technician - Support to the director - NIP
Posting 2026-082

DEPARTMENT AND SERVICE: NUNAVINGMI ILAGIIT PAPATAUVINGA, # 43001 - NIP

Nunavingmi Ilagiit Papatauvinga (NIP) is a new Inuit-led organization created to develop and deliver services for Inuit children, youth and families throughout Nunavik. While NIP currently operates under the umbrella of the Nunavik Regional Board of Health and Social Services (NRBHSS), it will soon become an independent Inuit organization.

As part of its development, NIP is creating community-based services rooted in Inuit knowledge, language, culture and values. Through the Pigiarviliutik project, NIP is developing its first integrated community service delivery model in Inukjuak while expanding key services to other Nunavik communities.

YOUR ROLE

As an administrative technician, your role is to help NIP's Director stay organized, focused and able to move things forward. You will work closely with the Director and become a trusted member of the NIP team.

Some days you may organize meetings, prepare documents and follow up on decisions. Other days you may coordinate travel, solve a technology problem, improve a filing system or find a better way of doing something. This assignment suits someone who takes initiative, anticipates what needs to be done and is comfortable working in an Inuit-led organization that is growing quickly, where priorities can shift and not everything comes with a set process.

DESCRIPTION

- Manage the Director's calendar, meetings, appointments and priorities;
- Organize travel, accommodations and meeting logistics;
- Provide administrative support to the Senior Management Team and Board of Directors;
- Coordinate meetings, prepare agendas and materials, take notes and prepare minutes;
- Maintain records of key decisions and action items, and follow up to ensure commitments are carried forward;
- Prepare correspondence, presentations and other documents;
- Organize information so that important documents are easy to find;
- Receive, verify and process invoices submitted by senior management, and follow up for approval and payment;
- Assist with routine administrative tasks, including forms, expense reports and other clerical work;
- Help coordinate communication with Board members, staff and external partners;
- Use Microsoft 365 and other digital tools to make everyday work easier;

- Identify simple ways to improve administrative processes and help put them into practice;
- Handle sensitive and confidential information with discretion;
- Pitch in wherever needed as NIP continues to grow.

REQUIREMENTS

- **For candidates who are beneficiaries of the James Bay and Northern Quebec Agreement, a relevant combination of education and experience may be considered;**
- Hold a Diploma of College Studies (DEC) in General Administration, Accounting and Management Techniques, Office Systems Technology, or another appropriate college-level discipline from an institution recognized by the relevant ministry; or hold a DEC combined with a relevant undergraduate university certificate; or hold a relevant Attestation of College Studies (AEC) of 800 hours or more combined with relevant experience in the field;
- Experience as an executive assistant, in administrative support or a similar role;
- Knowledge of Quebec's health and social services network, youth protection services, or the Nunavik service network is an asset;
- Communicates well in English; mastery of at least two of the three languages used in Nunavik (Inuktitut, English, French).

SKILLS AND DESIRED PROFILE

- **Demonstrated commitment to cultural safety and humility, with the ability to adapt the way you work to the realities of Nunavimmiut and to support an Inuit-led organization;**
- **Genuine interest in Inuit culture, language and life in Nunavik, and openness to learning from the communities NIP serves;**
- Self-driven, resourceful in finding solutions, and takes pride in keeping things running smoothly;
- Highly organized, detail-oriented and dependable, with the ability to anticipate needs and follow things through to completion;
- Excellent knowledge of Microsoft 365 and comfort learning and using new technology;
- Able to prepare clear, professional documents and turn discussions into concise minutes, decisions and action items;
- Comfortable with both routine administrative tasks and responsibilities that call for judgement and initiative;
- Adapts easily to changing priorities and is at ease in an organization where processes are still being developed;
- Discreet and comfortable handling confidential or sensitive information.

ADDITIONAL INFORMATION

- **Work location:** This assignment may be performed remotely in Nunavik or from Southern Quebec, with occasional travel to Nunavik. The successful candidate will be encouraged to spend the initial months in Puvirnituq for onboarding and familiarization with NIP and the communities it serves;
- Please note that interviews will potentially be conducted during the weeks of **December 7 or December 14, 2026**
- A candidate who meets the position requirements and holds a bachelor's degree in administration, the humanities, the social sciences, or another appropriate university discipline could be offered a position as an administrative process's specialist. In such a case, the assigned duties and applicable salary scale would be adjusted to reflect that job title.

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Candidates who are beneficiaries of the James Bay and Northern Quebec Agreement will be given priority.

WORKING CONDITIONS

- Full-time temporary assignment, 35 hours/week;
- Day shift;
- Salary according to MSSS conditions and the candidate's qualifications **($27.75/hr to $37.04/hr).**

Northern benefits: Employees who settle in Nunavik may be eligible for various premiums, including **a retention premium, a remoteness premium and a cost-of-living premium.** For those hired more than 50 km from Kuujjuaq, low-cost housing is provided, along with reimbursement of moving and storage costs. In addition, annual personal trips from Kuujjuaq to the point of hire are included, as well as other benefits.

For more information about our services and our region, please visit the Nunavik Regional Board of Health and Social Services website at: https://nrbhss.ca/en

Employees in the health and social services network are potentially eligible for the Nordic unpaid leave.

*** TO APPLY ON POSTING # 2026-082, CLICK HERE ***

Interested candidates can submit their resume between **November 18 and December 2, 2026**

Nunavik Regional Health and Social Services Authority – Human Resources
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