EMPLOYMENT OPPORTUNITY

Community Economic Development Officer

The Municipality of Baker Lake is looking for a highly motivated individual for the Community Economic Development Officer position.

The successful applicant, under the supervision of the Senior Administrative Officer will be responsible for, but not limited to the following:

- Prepare yearly operational plans and budgets for EDO projects.
- Research and provide recommendations to the EDO committee on community economic development opportunities.
- Research and secure funding sources for community economic development initiatives.
- Work with council to ensure that a strategic community economic development plan is developed and followed.
- Work with and support the Hamlet Economic Development committee.
- Identify opportunities for community economic development in order to develop sectors, projects and initiatives.
- Organize and coordinate approved programs under the Hamlets EDO budget.

Minimum Requirements for this position are:

- Completion of grade 12 or equivalent.
- Work experience in office procedures and administration.
- Ability to communicate, written and oral, in both Inuktitut and English is considered an asset.
- Ability to develop and analyze business plans.
- Dedication to the development and promotion of local businesses and the creation of jobs.
- Must be reliable and maintain confidentiality.
- Proficiency in computer programs (word, excel etc.).
- Self-motivated and sensitive to community issues and points of view.
- Good communication and presentation skills.
- Work independently with minimal guidance and supervision.

Working Conditions:

- Will require out-of-office visits and attendance at out-of-town meetings.
- May require some overtime and weekend work.

That Hamlet offers a competitive salary, commensurate with qualifications and experience, other benefits as outlined in the Collective Agreement.

This position will be open until filled.

Please submit your resume and cover letter to the undersigned. A detailed job description is available from this address.

Senior Administrative officer
Municipality of Baker Lake
P.O. Box 149
Baker Lake, NU X0C 0A0
Email: sdorey@bakerlake.ca

We thank all applicants in advance, however, only those selected for an interview will be contacted.

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ᓄᓇᓕᖕᒥ ᐱᓕᕆᐊᒃᓴᖅᓯᐅᖅᑎ

ᕼᐋᒪᓚᒃᑯᑦ ᖃᒪᓂ'ᑐᐊᕐᒥ ᕿᓂᖅᑐᑦ ᐱᓪᓗᕆᒃᑐᒥᒃ ᐱᓕᕆᐊᒃᓴᖅᓯᐅᑎᐅᓇᔭᖅᑐᒥᒃ.

ᑕᐃᒪ ᐱᓕᕆᐊᖅᑖᖅᑐᖅ ᑖᔅᓯᒥᖕᓚ, ᒥᐊᓂᕆᔭᐅᓗᓂ ᑎᑎᕋᖅᑎᒥᑦ, ᐅᑯᓂᖕᓚ ᐱᓕᕆᐊᖃᖅᑕᕐᓂᐊᖅᐳᕐᓗ, ᑖᒃᑯᐊᑐᐊᖑᓐᖏᓪᓗᑎᒡᓗ:

- 'ᐊᑦᕿᒃᓱᐃᓗᓂ ᐊᓪᕉᒍᑕᒫᑦ ᐃᖏᓪᕋᓂᕐᒧᑦ ᕿᓇᐅᔭᑦ ᐊᑐᒐᒃᓴᖏᓐᓂᒡᓗ ᐱᓕᕆᐊᒃᓴᖅᓯᐅᖅᑎᑦ ᐱᓕᕆᐊᖏᓐᓂᒃ.
- ᖃᐅᔨᓴᕐᓗᓂ ᐊᒻᒪᓗ ᐃᓱᒪᒃᓴᖅᓯᐅᕈᑎᒃᓴᓂᒃ ᑐᓂᓯᓗᓂ ᐱᓕᕆᐊᒃᓴᖅᓯᐅᖅᑎᑦ ᑲᑎᒪᔩᐊᓛᖏᓐᓄᑦ. ᓄᓇᓕᖕᒧᑦ ᑐᕌᖓᔪᓂᒃ ᕿᓇᐅᔭᓕᐅᕈᑕᐅᔫᓪᓗᐊᖅᑐᓂᒃ.
- ᖃᐅᔨᓴᕐᓗᓂ ᕿᓇᐅᔭᑦ ᐊᑐᒃᓴᓂᒃ ᓇᓂᓯᓯᒪᓗᓂ ᕿᓇᐅᔭᓂᒃ ᓄᓇᓕᖕᒧᑦ ᐱᓕᕆᐊᒃᓴᐅᓇᔭᖅᑐᓂᒃ.
- ᐱᓕᕆᖃᑎᖃᕐᓗᓂ ᕼᐋᒪᓚᒃᑯᑦ ᑲᑎᒪᔨᖏᓐᓂᒃ ᐸᕐᓇᐃᓂᕐᒧᑦ ᒪᓕᒐᐅᑦᓯᐊᕐᓗᑎᒡᓗ ᐸᕐᓇᐅᑕᐅᔫᑦ ᓄᓇᓕᖕᒧᑦ ᑐᕌᖓᔫᓂᒃ ᐱᓕᕆᐊᒃᓴᖅᓯᐅᕈᑕᐅᔫᓪᓗᐊᖅᑐᓂᒃ ᐊᑯᓂ ᐱᓕᕆᐊᕆᔭᐅᔫᓪᓗᐊᖅᑐᓂᒃ.
- ᐱᓕᕆᖃᑎᖃᕐᓗᓂ ᐃᑲᔫᕐᓗᓂᓗ ᕼᐋᒪᓚᒃᑯᓐᓂ ᐱᓕᕆᐊᒃᓴᖅᓯᐅᖅᑎᑦ ᑲᑎᒪᔩᐊᓛᖏᓐᓂᒃ.
- ᓇᓗᓇᐃᖅᓯᓗᓂ ᓄᓇᓕᖕᒧᑦ ᑐᕌᖓᔫᓂᒃ ᕿᓇᐅᔭᓕᐅᕈᑕᐅᔫᓪᓗᐊᖅᑐᓂᒃ ᐱᓕᕆᐊᒃᓴᖅᓯᐅᕐᓗᓂ.
- ᐋᑦᕿᒃᓱᐃᓗᓂ ᐊᒻᒪᓗ ᐊᐅᓪᓛᓕᖅᑎᑦᓯᓗᓂᓗ ᓈᒻᒪᒋᔭᐅᒐᓂᒃᓯᒪᔫᓂᒃ ᕼᐋᒪᓚᒃᑯᑦ ᐱᓕᕆᐊᒃᓴᖅᓯᐅᖅᑎᑦ ᕿᓇᐅᔭᑦ ᐊᑐᒐᒃᓴᖏᓐᓂᑦ.

ᒥᑭᓂᖅᑖᐸᑦ ᑖᒃᑯᓂᖕᓚ ᐱᖃᓇᐊᕆᕐᓂᐊᖅᑐᖅ ᑖᔅᓱᖕᓚ ᐱᓕᕆᐊᒃᓴᒧᑦ:

- ᒍᓱᑦ 12ᒥᒃ ᐃᓕᓐᓂᐊᓚᓂᒃᓯᒪᓗᓂ ᐊᑎᐊᓂᒡᓘᓐᓃᑦ.
- ᑎᑎᕋᕐᕕᖕᓂ ᐊᓕᓚᔪᓕᕆᓂᕐᒥᒡᓗ ᐱᓕᕆᓂᖅᑲᕐᓂᑰᓯᒪᓗᓂ.
- ᐊᔪᓐᖏᓐᓂᖅᑲᕐᓗᓂᓗ ᐅᖃᓗᖅᑎᖅᑲᕐᓂᖅ, ᑎᑎᕋᖅᑑᓪᓗᐊᕐᓗᓂᓗ ᐅᖃᓗᒃᑑᓪᓗᐊᕐᓗᓂᓗ ᑕᒪᐃᓐᓂᒃ ᖃᐸᓗᓈᑎᑐᓪᓗ ᐃᓄᒃᑐᓪᓗ ᑖᑯᐊᓗ ᐃᓱᒪᒋᔭᐅᓯᒪᓗᑎᒃ ᐊᔪᓐᖏᓐᓂᕆᔭᐅᓂᕆᔭᐅᓂᐊᖅᐳᓪᓗ.
- ᐊᔪᓐᖏᓐᓂᖅᑲᕐᓗᓂᓗ ᖃᐅᔨᓴᖅᑑᓪᓗᐊᕐᓗᓂᓗ ᐱᓕᕆᐊᕆᔭᐅᔪᒃᓴᓂᒃ ᐸᕐᓇᐅᑕᐅᓯᒪᔪᓂᒃ.
- ᐱᓕᕆᐊᖅᓚᕿᓪᓗᓂᓗ ᐊᔪᓐᖏᓕᖅᑎᑦᓯᒃᑲᓐᓂᕐᓗᓂᓗ ᐱᕚᓕᖅᑎᑦᓯᓗᓂᓗ ᓄᓇᓕᖕᒥ ᐱᓕᕆᕝᕕᐅᔪᓂᒃ ᐊᒻᒪᓗ ᐱᓕᕆᐊᒃᓴᓂᒃ ᓴᑦᕿᑎᑦᓯᓗᓂᓗ.
- ᐱᓕᕆᔭᖅᑐᑦᓯᐊᖅᑕᕐᓗᓂ ᐱᓕᕆᑦᓯᐊᕐᓗᓂᓗ ᐊᒻᒪᓗ ᐅᖃᐅᓯᕆᔭᐅᔭᕆᐊᖃᖕᒋᑦᑐᓂᒡᓗ ᐅᖃᓗᒥᐊᖅᑕᖕᒋᓪᓗᓂ.
- ᖃᕆᑕᐅᔭᓕᕆᔫᓪᓗᐊᕐᓗᓂᓗ ᐊᓪᓚᕌᓂᒃ ᐊᑐᓚᐅᕝᕙᑐᓂᒃ.
- ᓇᒻᒥᓂᖅ ᐱᓕᕆᒋᐊᖅᑕᖅᑑᓪᓗᐊᕐᓗᓂ ᐊᒻᒪᓗ ᐃᒃᐱᒋᓂᖅᑦᓯᐊᕐᓗᓂᓗ ᓄᓇᓕᖕᒧᑦ ᐊᒃᑐᐃᓂᖅᖅᑐᓂᒃ ᐊᒻᒪᓗ ᐃᓱᒪᒋᔭᐅᓯᒪᔪᓂᒡᓗ.
- ᐅᖃᓗᑦᓯᐊᖅᑑᓪᓗᐊᕐᓗᓂᓗ ᐊᒻᒪᓗ ᐅᖃᐅᓯᖅᑦᓯᐊᖅᑑᓪᓗᐊᕐᓗᓂᓗ ᐱᓕᕆᐊᕆᔭᐅᔪᓂᒃ.
- ᑭᓯᕐᒥᐅᕐᓗᓂ ᐱᓕᕆᔫᓪᓗᐊᕐᓗᓂ ᑕᓯᐅᓚᐅᓗᐊᖏᓪᓗᓂ ᖃᐅᔨᓴᓚᐅᓗᐊᖕᖏᓪᓗᓂᓗ.

ᐱᓕᕆᐊᕆᑦᑕᕋᔭᓚᐃᑦᑕᐅᖅ:

- ᑎᑎᕋᕝᕕᐅᑉ ᓯᓚᑖᓂ ᐳᕆᓇᐊᖅᑐᖅᑕᕋᔭᖅᑐᖅ ᐊᒻᒪᓗ ᐃᑲᕋᕋᐅᑉ ᐊᐅᓪᓚᖅᑕᕐᓗᓂ ᑲᑎᒪᔭᖅᑐᕐᓗᓂ.
- ᐃᒻᒪᖁ ᐱᓕᕆᒃᑲᓐᓂᖅᑕᕋᔭᖅᑐᖅ ᐱᓕᕆᓐᓇᐅᑉ ᐅᖓᑖᓂ ᐊᒻᒪᓗ ᐱᓇᓱᐊᕈᓯᐅᑉ ᓄᓐᖑᐊᓂᓗ.

ᕼᐋᒪᓚᒃᑯᑦ ᐊᑭᓕᖅᑐᐃᖅᑕᐅᓱᖅᐳᓪᓗ ᑎᐊ'ᓇᐃᑦᑐᓂᒃ ᐊᔾᔨᐊᓂᒃ ᐱᓕᕆᐊᖅᓱᖅᑐᓂᒃ ᐊᓯᖕᒋᓐᓂ, ᐊᑐᐊᖅᓗᒋᑦ ᐊᔪᓐᖏᓐᓂᕆᔭᐅᔪᑦ ᐱᓕᕆᓐᓂᑯᖕᒋᓐᓂᒡᓗ, ᐊᓯᖕᒋᓐᓂᒡᓗ ᐱᔭᐅᔫᓪᓗᐊᖅᑐᓂᒃ ᓇᓗᓇᐃᖅᓯᓯᒪᔪᓂ ᑲᑐᔾᔨᖅᑎᕌᒃᑯᖕᒋᑦ ᐊᖏᕈᑖᓐᓂ.

ᑖᒪ ᐱᓕᕆᐊᒃᓴᖅ ᐅᒃᑯᐃᑦᑑᓂᐊᖅᐳᕐᓗ ᐱᓕᕆᔩᖅᐸᑕ ᑭᓯᐊᓂ ᑖᔅᓱᖕᓚ.

ᑐᓂᓯᓂᐊᖅᐳᓯ ᑎᑎᕋᖅᓯᒪᔪᓂᒃ ᐱᓕᕆᓐᓂᑰᓯᖕᓂᒃ ᐃᓕᓐᓂᐊᕐᓂᑰᓯᖕᓂᒡᓗ ᐊᒻᒪᓗ ᑎᑎᖅᑲᖅᓗᒍ ᑖᔅᓱᖕᓚ ᐊᑖᓂ ᐊᑎᓕᐅᖅᓯᒪᔪᒥ. ᑎᑎᕋᖅᓯᒪᔪᓂᒃ ᓇᓗᓇᐃᖅᓯᓯᒪᔪᓂᒃ ᐱᓕᕆᐊᕆᔭᐅᑦᑕᕋᔭᖅᑐᓂᒃ ᐱᑕᖅᐳᕐᓗ ᑕᒡᕙᓂ ᑐᖅᑯᑎᒥ.

ᑎᑎᕋᖅᑎ
ᕼᐋᒪᓚᒃᑯᑦ ᖃᒪᓂ'ᑐᐊᕐᒥ
ᑎᑎᖅᑲᐅᓯᕕᒃ ᓈᓴᐅᑖ 149
ᖃᒪᓂ'ᑐᐊᖅ, ᓄᓇᕗᑦ X0C 0A0
ᖃᕆᑕᐅᔭᒃᑯᑦ ᑐᑭᓯᑖ: sdorey@bakerlake.ca

ᒪ'ᓈᓗᒃᑖᖅᐸᕆᖅᐸᕗᑦ ᑕᐃᑯᐊ ᐆᒃᑐᕋᓗᒃᑖᖅᑐᑦ ᐱᓕᕆᒃᓴᒧᑦ, ᑭᓯᐊᓂ, ᑕᐃᑯᐊ ᐊᐱᖅᓱᖃᐅᓱᐊᖅᑐᑦ ᓯᕗᓂᖃᐅᑦᑕᕐᓂᐊᖅᑐᑦ.

ENGLISH | ᐃᓄᒃᑎᑐᑦ