EMPLOYMENT OPPORTUNITY

ᐃᓄᐃᑦ ᐱᖅᑯᑎᖏᓐᓂᒃ ᓇᐅᑦᓯᖅᑐᖅᑏᑦ
INUIT INGILGAAGNITTANIK TIGUMIAKTIKHANIK
INUIT HERITAGE TRUST INC
FIDUCIE DU PATRIMOINE INUIT INC

Position: Community Coordinator, Archaeology
Tenure: Indeterminate
Location: Iqaluit, NU

Inuit Heritage Trust (IHT) is seeking a **Community Coordinator, Archaeology**, to play a vital administrative and engagement role in preserving Inuit cultural heritage. This position is responsible for facilitating the archaeology permit application process, managing essential records, and fostering strong relationships with Nunavut communities. This position also coordinates the Elder Recognition Award and promotes awareness of IHT's archaeology guidelines.

Reporting to the Director of Archaeology, the key responsibilities include:

- **Permit Application Administration:** Managing the intake and tracking of archaeology permit applications, preparing and sending review packages to communities, following up for feedback, supporting the IHT Board's decision-making process, and communicating with government counterparts.
- **Records Management:** Maintaining application and report records, digitizing files, ensuring all documentation is accurate and up to date, tracking site visits.
- **Community Engagement:** Acting as a key liaison between archaeologists and communities, promoting IHT's Archaeology Guidelines, raising awareness about Nunavut archaeology, and promoting archaeology work and learning opportunities for Inuit.
- **Award Coordination:** Coordinating the nominations and selection process for the Elder Recognition Award.
- **General Support:** Supporting IHT events and outreach, assist with the development of heritage related educational materials, and supporting special projects like the Nunavut Inuit Heritage Centre.

The successful candidate must have excellent written and verbal communication skills, strong administrative and organizational skills, and experience with records management and community coordination. Post-secondary education in a related field is generally required but a combination of work and lived experience will also be considered. Proficiency with Microsoft 365 is required.

Fluency in English is required. Fluency in Inuktitut is preferred (training may be provided).

Salary range is competitive and includes a Nunavut Northern Allowance. Housing is **not** included.

To obtain more information or to submit your resume please email us at heritage@ihti.ca
Inuit Heritage Trust
2425 Abe Okpik Crescent
P.O. Box 2080, Iqaluit, NU X0A 0H0
Tel: (867) 979-0731

CLOSING DATE: October 15th, 2025, 5:00pm EST

ENGLISH ᐃᓄᒃᑎᑐᑦ

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ᐃᓄᐃᑦ ᐱᕐᑯᑎᖏᓐᓂᒃ ᓇᐅᑦᓯᖅᑐᖅᑏᑦ
INUIT INGILGAAGNITTANIK TIGUMIAKTIKHANIK
INUIT HERITAGE TRUST INC
FIDUCIE DU PATRIMOINE INUIT INC

ᐃᓂᖓ: ᑐᓴᐅᒪᖃᑦᑕᐅᑎᓂᖑᑦ ᑐᑭᒧᐊᕐᑎᑦᓯᔨ, ᐃᑦᑕᕐᓂᓴᓕᕆᔨᒃᑯᓐᓂ
ᐊᑯᓂᐅᓂᖓ: ᐊᑯᓂᐅᓂᖓ ᓇᓗᓇᐃᕐᓯᒪᓐᖏᑦᑐᖅ
ᐃᓂᖓ: ᐃᖃᓗᐃᑦ, ᓄᓇᕗᑦ

ᐃᓄᐃᑦ ᐱᕐᑯᑎᖏᓐᓂᑦ ᓇᐅᑦᓯᖅᑐᖅᑏᑦ (IHT) ᕿᓂᕐᖓᑕ **ᑐᓴᐅᒪᖃᑦᑕᐅᑎᓂᖑᑦ ᑐᑭᒧᐊᕐᑎᑦᓯᔨᑦᓴᒥᑦ, ᐃᑦᑕᕐᓂᓴᓕᕆᔨᖏᓐᓄᑦ,** ᐊᑑᑎᖃᒻᒪᕆᑦᑐᓂᑦ ᐊᓪᓚᕝᕕᒥ ᐃᖅᑲᓇᐃᔭᕐᐸᓪᓗᓂ ᐊᒻᒪ ᑐᓴᐅᒪᑎᑦᓯᔨᐅᓂᐊᕐᑐᖅ ᐱᐅᖅᓱᐊᖅᑕᐅᓂᖏᓐᓂᑦ ᐃᓄᐃᑦ ᐃᓕᖅᑯᓯᑐᖃᖓ ᐱᕐᑯᑎᑐᖃᖏᓪᓗ. ᐃᓂᖓᓃᓐᓂᐊᕐᑐᖅ ᑲᒪᒋᔭᖃᕐᓂᐊᕐᑐᖅ ᐃᑦᑕᕐᓂᓴᓕᕆᔪᒪᔪᑦ ᐱᔪᓐᓇᐅᑏᑦ ᑐᑦᓯᕋᐅᑎᖏᓐᓂᑦ ᐱᕙᓪᓕᐊᔭᐅᕙᓐᓂᖏᓐᓂ, ᐊᐅᓚᑦᑎᔨᐅᓗᓂ ᑎᑎᖅᑲᖅᑯᑎᓂᑦ ᐊᑑᑎᖃᓪᓚᕆᑦᑐᓂᑦ, ᐊᒻᒪ ᐃᓚᒋᔭᐅᑎᑦᓯᐊᕐᓂᖕᒥᑦ ᓄᓇᕗᑦ ᓄᓇᕐᑯᑎᖏᓐᓂᑦ. ᐃᓂᖓᓃᓐᓂᐊᖅᑐᖅ ᑐᑭᒧᐊᕐᑎᑦᓯᔨᐅᓂᐊᕐᒥᔪᖅ ᐃᓐᓇᑐᖃᑦ ᐃᓕᑕᕆᔭᐅᓂᖏᓐᓄᑦ ᑐᓂᕿᓯᐊᒥᑦ ᐊᒻᒪ ᓴᖅᑮᔮᕐᑎᑦᓯᕙᓪᓗᓂ ᐱᕐᑯᑎᑐᖃᓕᕆᔨᒃᑯᑦ ᐃᑦᑕᕐᓂᓴᓕᕆᓂᖑᑦ ᒪᓕᒋᐊᓕᖏᓐᓂᑦ.

ᐊᖕᒋᔪᖅᑳᖅᑲᖅᑐᓂ ᐃᑦᑕᕐᓂᓴᓕᕆᔮᑦ ᑐᑭᒧᐊᕐᑎᑦᓯᖕᒐᓂᑦ, ᑲᒪᒋᓪᓗᐊᑦᑕᕐᓂᐊᕐᑕᖕᒋᑦ ᐃᖅᑲᓇᐃᔮᖕᒐᓂ:

- **ᐱᔪᓐᓇᐅᑎᓂᑦ ᑐᑦᓯᕋᕐᑐᑦ ᐊᐅᓚᑕᐅᓂᖕᒋᓐᓂᑦ**: ᑐᑦᓯᕋᐅᑏᑦ ᐃᓯᖅᐸᓪᓕᐊᔪᑦ ᐊᒻᒪ ᓇᐅᑦᓯᖅᑐᕐᓗᒋᑦ ᐃᑦᑕᕐᓂᓴᖅᓯᐅᕈᒪᔪᑦ ᐱᔪᓐᓇᐅᑎᓂᑦ ᑐᑦᓯᕋᐅᑎᖕᒋᑦ, ᐅᐸᓗᖕᒐᐃᔭᐃᓂᖅ ᐊᐅᓪᓚᖅᑎᑦᓯᕙᓪᓗᓂᓗ ᑲᑎᖅᓱᖅᓯᒪᔪᓂᑦ ᓄᓇᓕᓐᓅᕆᐊᓕᓐᓂᑦ, ᖃᐅᔨᒋᐊᕐᐸᓪᓗᒋᑦ ᑭᐅᔭᐅᒋᐊᓕᒥᓃᑦ ᑭᐅᔭᐅᓐᓂᕐᒪᖕᒑᑕ, ᐃᑲᔪᕐᐸᓪᓗᓂ ᓇᐅᑦᑎᖅᓱᖅᑏᑦ ᑲᑎᒪᔨᖕᒋᓐᓂᑦ ᐃᓱᒪᓕᐅᓕᕋᐃᑉᐸᑕ ᐱᕙᓪᓕᐊᒋᐊᓕᓐᓂᑦ, ᐊᒻᒪ ᐋᔩᖅᑲᑎᖅᑲᖅᐸᓪᓗᓂ ᒐᕙᒪᒃᑯᓐᓂᑦ ᐱᓇᓱᐊᖅᑲᑎᒋᕙᑦᑕᑎᓐᓂᑦ.
- **ᑎᑎᖅᑲᖅᑯᑏᑦ ᐊᐅᓚᑕᐅᓂᖕᒋᑦ**: ᐊᖕᒍᒻᒪᑎᑎᓪᓗᒋᑦ ᑐᑦᓯᕋᐅᑏᑦ ᐊᒻᒪ ᐅᓂᒃᑳᖕᒍᒋᐊᓖᑦ ᑎᑎᖅᑲᖅᑲᖅᑕᖕᒋᑦ, ᖃᓇᓴᐅᔭᒧᑦ ᓇᕿᑦᑕᕆᐊᓖᑦ ᑐᖅᑯᐃᕕᓄᑦ, ᑎᑎᖅᑲᖅᑯᑎᓕᒫᖕᒋᑦ ᐅᓪᓗᒥᒧᑦ ᐊᖕᒍᒻᒪᑎᒐᓗᐊᕐᒪᖕᒑᑕ ᖃᐅᔨᓴᕐᐸᓪᓗᒋᑦ, ᓇᐅᑦᓯᖅᑐᖅᐸᓪᓗᒋᑦ ᐃᑦᑕᕐᓂᓴᓕᓐᓄᑦ ᐊᐅᓪᓚᐸᑦᑐᑦ.
- **ᓄᓇᓕᓐᓂᑦ ᐃᓚᒋᔭᐅᑎᑦᓯᓂᖅ**: ᑐᓴᐅᒪᖃᑎᒌᑎᑦᓯᔨᐅᓗᓂ ᐃᑦᑕᕐᓂᓴᖅᓯᐅᖅᑎᓂᑦ ᐊᒻᒪ ᓄᓇᓕᓐᓂᑦ, ᓴᖅᑭᔮᕐᑎᑦᓯᔨᐅᓗᓂ ᓇᐅᑦᑎᖅᓱᖅᑎᒃᑯᑦ ᐃᑦᑕᕐᓂᓴᓕᕆᓂᖕᒧᑦ ᒪᓕᒐᖕᒋᓐᓂᑦ, ᐅᔾᔨᕈᓱᑦᑎᑦᓯᒋᐊᕐᐸᓪᓗᓂ ᓄᓇᕗᒥ ᐃᑦᑕᕐᓂᓴᓕᕆᓂᖕᒥᑦ, ᐊᒻᒪ ᓴᖅᑭᔮᕐᑎᑦᓯᕙᓪᓗᓂ ᐃᑦᑕᕐᓂᓴᖅᓯᐅᖅᑏᑦ ᐃᖅᑲᓇᐃᔮᖕᒋᓐᓂᑦ ᐊᒻᒪ ᐃᓕᓐᓂᐊᕈᑕᐅᔪᓐᓇᖅᑐᓂᑦ ᐃᓄᓐᓄᑦ.
- **ᑐᓐᓂᖅᑯᑕᐅᕙᑦᑐᑦ ᑐᑭᒧᐊᕐᑎᑕᐅᓂᖕᒋᑦ**: ᑐᑭᒧᐊᕐᑎᑦᓯᔨᐅᓗᓂ ᓂᕈᐊᕋᑦᓴᓐᖕᒍᕐᑎᑕᐅᓯᒪᔪᓂᑦ ᑐᓂᕐᕈᓯᐊᑦᓴᓄᑦ ᐊᒻᒪ ᓂᕈᐊᕐᑕᐅᓂᖕᒋᑦ ᐃᓐᓇᑐᖅᑲᐃᑦ ᐃᓕᑕᕆᔭᐅᓂᐊᕐᑐᑦ ᑐᓂᕐᕈᓯᐊᕐᑕᐅᓂᒃᑯᑦ.
- **ᑕᒪᐃᓐᓄᑦ ᐃᑲᔪᕐᑎᐅᓂᖅ**: ᐃᑲᔪᖅᐸᓪᓗᓂ ᐃᓄᐃᑦ ᓇᐅᑦᓯᖅᑐᖅᑏᑦ

ᑎᒥᖓᑦ ᖃᓄᐃᓕᐅᕐᑎᑦᓯᓕᕋᐃᑉᐸᑕ ᐊᒻᒪ ᓄᓇᓕᓐᓄᑦ ᑐᓴᕐᑕᐅᒋᐊᓕᓐᓂᑦ, ᐃᑲᔪᕐᐸᓪᓗᓂ ᐃᓄᐃᑦ ᐱᖁᑎᑐᖃᖏᓐᓂᑦ ᓴᖅᑭᔮᕐᑐᑦᓴᑦ ᐱᕙᓪᓕᐊᔭᐅᓂᖏᓐᓂ ᐃᓕᓐᓂᐊᕈᑎᑦᓴᑦ, ᐊᒻᒪ ᐱᑐᐃᓐᓇᐅᖏᑦᑐᑦ ᐃᖅᑲᓇᐃᔮᖑᒋᐊᓖᑦ ᓰᕐᓗ ᓄᓇᕗᒥ ᐃᓄᐃᑦ ᑕᑯᔭᒐᖃᕐᕕᑦᓴᖓ.

ᐃᖅᑲᓇᐃᔮᖅᑖᓂᐊᖅᑐᖅ ᑎᑎᕋᕈᓐᓇᑦᓯᐊᓪᓚᕆᒋᐊᓕᒃ ᐅᖃᓕᒪᖃᑎᖃᕈᓐᓇᑦᓯᐊᕐᓗᓂᓗ, ᐊᓪᓚᕝᕕᒻᒥ ᑲᑐᔾᔨᖃᑎᒌᒥᓗ ᐊᐅᓚᑦᑎᓕᒻᒪᓪᓗᓂ ᐱᓕᒻᒪᑦᓯᒪᓗᓂ, ᐊᒻᒪ ᑎᑎᖅᑲᖁᑎᓂᑦ ᐊᐅᓚᑦᑎᓕᓂᐅᓗᓂ ᐊᒻᒪ ᓄᓇᓕᓐᓂᑦ ᑐᑭᒧᐊᕐᑎᑦᓯᓕᓂᐅᓗᓂ. ᖁᑦᓯᓂᕐᓴᒥ ᓯᓚᑦᑐᖅᓴᕐᕕᒻᒥ ᐃᓕᓐᓂᐊᖅᓯᒪᒋᐊᓖᑦ ᐱᔭᐅᔪᒪᓂᕐᓴᐅᕙᑦᑑᒐᓗᐊᑦ ᑭᓯᐊᓂ ᐃᖅᑲᓇᐃᔭᖃᑦᑕᓕᓂᐅᓂᖓ ᐊᒻᒪ ᐃᓅᓯᕐᒥᓂ ᐊᑐᖅᓯᒪᔭᖏᓐᓂᑦ ᐱᓕᒻᒪᑦᓯᒪᓂᖓ ᐃᓱᒪᖅᓴᖅᓯᐅᕈᑕᐅᓂᐊᕐᑐᑦ. ᖃᐅᔨᒪᑦᓯᐊᕆᐊᓕᒃ ᖃᕆᓴᐅᔭᓂᑦ ᐃᓱᒪᐅᑎᖏᓐᓂᓗ Microsoft 365.

ᖃᓪᓗᓇᐅᔭᕈᓐᓇᑦᓯᐊᕆᐊᓕᒃ. ᐃᓄᒃᑎᑑᕈᓐᓇᖁᔭᕋᓗᐊᕗᑦ (ᐃᓕᓐᓂᐊᕐᑎᑕᐅᔪᓐᓇᑐᐃᓐᓇᕆᐊᓕᒃ).

ᑮᓇᐅᔾᔭᑦᓵᖏᑦ ᓇᓕᒧᐸᓗᖏᑦ ᐊᓯᖏᑕ ᐊᒻᒪ ᐃᓚᓕᐅᔾᔭᐅᓯᒪᔪᑦ ᐅᑭᐅᖅᑕᖅᑐᒥᐅᑕᐅᓂᖕᒧᑦ ᐃᑲᔫᓯᐊᖑᕙᑦᑐᑦ. **ᐃᓪᓗᖃᖅᑎᑕᐅᖏᑦᑐᖅ.**

ᑐᑭᓯᒋᐊᒃᑲᓐᓂᕈᒪᒍᕕᑦ ᐅᕝᕙᓘᓐᓃᑦ ᑐᓂᓯᔪᒪᒍᕕᑦ ᐅᓂᒃᑳᓐᓂᑦ ᐃᖅᑲᓇᐃᔭᖃᑦᑕᓕᓂᐅᓂᕐᓂᑦ ᐃᓕᓐᓂᐊᕐᓯᒪᔭᓐᓂᓪᓗ ᐅᕗᖓ ᑐᓂᓯᔪᓐᓇᕐᑐᑎᑦ ᐃᖕᓃᓈᕈᑎᒃᑯᑦ heritage@ihti.ca

ᐃᓄᐃᑦ ᐱᖁᑎᖏᓐᓂᑦ ᓇᐅᑦᓯᖅᑐᖅᑏᑦ
2425 ᐃᑉ ᐅᒃᐱᒃ ᐊᖅᑯᑖᓂ

ᑎᑎᖅᑲᓂᐊᕐᕕᒃ 2080, ᐃᖃᓗᐃᑦ, ᓄᓇᕗᑦ X0A 0H0
ᐅᖄᓚᐅᑖ: (867) 979-0731

ᒪᑐᕕᖓᑕ ᐅᓪᓗᖓ: ᐅᒃᑑᐱᕆ 15th, 2025, 5:00ᒥ ᐅᓐᓄᓯᒃᑯᑦ ᐅᖅᑯᒥᐅᑦ ᓱᕐᕿᓐᖑᔭᖓᒍᑦ

ENGLISH

ᐃᓄᒃᑎᑐᑦ