EMPLOYMENT OPPORTUNITY

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Kivalliq Inuit Association

IIBA Administration Officer

The IIBA Administration Officer will assist Kivalliq Inuit Association (KIA) and Agnico-Eagle Mines Limited (AEM) ensuring that the provisions of the Meadowbank/Meliadine/Whale Tail Inuit Impact and Benefit Agreements (IIBA) are implemented. This is a critical operational role that functionally organizes the implementation of the IIBAs, and in so doing ensures that Inuit receive employment, training, business and social benefits associated with resource development in the Kivalliq Region.

A highlight of roles and responsibilities include:

- Coordinate communications within and among the various IIBA Committees and On-Site Working Groups established between KIA and AEM;
- Neutral participation in IIBA Committee meetings;
- Serve as a voting member of On-Site Working Groups, attend and participate in all meetings (e.g. 36 meetings/year);
- Provide logistical support for Committee meetings and activities;
- Complete scheduling, preparation and circulation of Committee agendas;
- Coordinate the preparation and circulation of edited/summarized technical meeting transcriptions for each of the IIBA Committees and On-Site Working Groups (i.e., professional and detailed and minutes of meetings);
- Track the status of ongoing action items and be able to provide regular updates to senior leadership upon request;
- Assemble, edit, finalize and circulate regular reports summarizing implementation activities of the IIBA Committees and the On-Site Working Groups;
- Create and maintain a detailed and highly organized file management system for all materials related to IIBA implementation and monitoring.

Knowledge, skills and abilities:

- Knowledge of the Nunavut Agreement, with attention to Article 26
- Knowledge of Inuit Impact Benefit Agreements administered by the KIA and AEM
- Knowledge of office administrative duties
- Excellent and effective oral and written communication skills
- Excellent activity retention and recall
- Comprehensive knowledge of Microsoft Office suite (e.g., Access, Excel, Word, PowerPoint etc.)
- Strong analytical skills; ability to link concepts together for presentation
- Strong prioritization and multi-task skills
- Excellent attention to detail
- Report-writing skills
- Initiative and good organizational skills
- Work effectively in a team environment
- Ability to work with minimal supervision
- Work well under pressure
- Problem-solving skills

The successful candidate should have a minimum of two (2) years' experience performing office administration duties, including coordinating, scheduling and preparing for meetings, editing/summarizing technical meeting transcriptions (i.e. professional and detailed minutes of meetings.) Equivalencies will be considered based on a combination of experience, education and community involvement.

Salary is based on qualifications and the Kivalliq Inuit Association provides a competitive benefits package. This position is located in Rankin Inlet, NU and Housing is not available.

Beneficiaries of the Nunavut Land Claims Agreement will receive full consideration and priority.

CLOSING DATE May 21, 2021 AT 5:00 PM CST

PLEASE SUBMIT YOUR RÉSUMÉ TO: kivia@kivalliqinuit.ca

If you have any questions, contact Shelly Nichol, Human Resources Manager, snichol@kivalliqinuit.ca