



COALITION OF NUNAVUT DISTRICT EDUCATION AUTHORITIES

EMPLOYMENT OPPORTUNITY **Executive Director**

The Coalition of Nunavut District Education Authorities is the unified voice for Nunavut's District Education Authorities.

Under the general direction of the Chairperson and the board, the Executive Director has a wide scope in managing the responsibilities of the coalition office and in assisting the coalition attain its goals. The Executive Director is responsible for all aspects of managing and leading the coalition including financial, human resource, program, facilities, systems and equipment. The incumbent will manage member services, programs and information processes related to the board of directors and the organization's members while providing an advisory, advocacy, research, capacity-building and knowledge management service.

Knowledge, Skills and Abilities

The responsibilities of the position require a specialized knowledge of:

- field of education and the Nunavut Government's Education Act (2020);
- current government practices;
- corporate board routines and detailed office procedures;
- financial management;
- human resource management;
- management experience with an organization that has elected or appointed volunteers as members of a board that is mandated with responsibilities of a prominent public nature;
- fluency in English, written and oral is required;
- fluency in Inuktitut is an asset;
- knowledge of Inuit culture, values, Inuit Qaujimajatuqangit and traditional practices;
- ability to use computers for word processing, finance, publication, data collection, research, email and internet.

CLOSING DATE IS DECEMBER 10, 2021 AT 11:59 PM EST

**PRIORITY CONSIDERATION WILL BE GIVEN TO
NUNAVUT LAND CLAIMS BENEFICIARIES**

**A CRIMINAL RECORDS CHECK IS REQUIRED
FOR THIS POSITION**

Possession of a criminal record may not disqualify candidates from consideration. Assessment of the criminal record will be measured against the scope and duties of the position.

A FULL JOB DESCRIPTION IS AVAILABLE UPON REQUEST

**ONLY THOSE CANDIDATES SELECTED FOR AN
INTERVIEW WILL BE CONTACTED**

**PLEASE SUBMIT YOUR RESUME AND COVER LETTER
TO CNDEA HUMAN RESOURCES**

Email: cndeahr@gmail.com