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 FEBRUARY 21, 2022 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
The document is in English and contains a letter. Here is the text:

CNDEA HUMAN RESOURCES (CNDEA-HR)

CNDEA-nl
cndeahr@gmail.com

CNDEA HUMAN RESOURCES (CNDEA-HR)

Dear [Name],

I am writing to inform you that the position of [Position] has been filled internally by [Name].

I would like to express our sincere thanks for your interest and application for the [Position] position. After a thorough review of all applications, we have selected [Name] for the role. [Name] brings a wealth of experience and expertise to our organization.

If you are interested in future opportunities at CNDEA, please feel free to apply for any open positions we may have.

Thank you again for your interest.

Sincerely,
[Your Name]

CNDEA HUMAN RESOURCES (CNDEA-HR)