EMPLOYMENT OPPORTUNITY

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Kivalliq Inuit Association

Marine Protection Coordinator

Under the direction of the Implementation Officer, the Marine Protection Coordinator will assist Kivalliq Inuit Association (KIA) and DFO in ensuring that the provisions of the Marine Protected Area in the Southampton Island Area of Interest are implemented.

Responsibilities and Duties

This position is responsible for the planning, management and implementation of the Marine Protected Area of Interest for the Organization and its partners. The Marine Protected Coordinator develops and implements organizational communication strategies in accordance with KIA policies and guidelines. The Marine Protection Coordinator is responsible for working with the KIA and its stakeholders to coordinate the communication of strategic objectives to present messages in a consistent and professional manner related to the Marine Protected Area of Interest. The Marine Protection Coordinator will provide logistical support for committee meetings and activities, provide briefings to senior KIA staff regarding the Marine Protected Area establishment consideration process; providing informational supports to KIA staff and Board of aid of its interest in the process to develop the Southampton Island Area of Interest. Multiple projects must be tackled simultaneously.

Knowledge, skills and abilities

- Strategic thinker and strong analytical skills;
- Demonstrates strong organizational and time management skills;
- Demonstrates exceptional oral and written communication skills;
- Strong report writing skills are required;
- Must demonstrate strong punctuality;
- Availability and attendance at every scheduled KIA meeting are a must;
- Excellent attention to detail;
- Demonstrates problem solving skills;
- Demonstrates the ability to prepare meeting minutes;
- Demonstrates the ability to work under pressure;
- Ability to work in a fast-paced environment with conflicting priorities and minimal supervision;
- Demonstrated ability to work effectively with diverse range of individuals;
- Knowledge of Office administrative duties is required;
- Knowledge of desktop and computer software such as the Microsoft Office suite;
- Knowledge of Inuit Societal Values, and experience working in a cross-cultural environment;

The Knowledge skills and abilities are usually obtained through Post-Secondary education in the area of Office Administration or related field; supplemented by two (2) years of directly related experience delivering Office Administration duties. Equivalencies will be considered based on a combination of education and experience.

Starting salary is $85,187.00 commensurate with qualifications and experience with an additional $24,000 per annum, of Northern and Housing Allowance. Kivalliq Inuit Association provides a competitive benefits package including an employee pension plan, group insurance and vacation travel assistance. 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: September 23, 2022 at 11:59 P.M CST

PLEASE SUBMIT YOUR RÉSUMÉ TO DEPARTMENT OF HUMAN RESOURCES

Email: kivia@kivalliqinuit.ca | Phone: Toll free 1-800-220-6581 or 867-645-5765