

# EMPLOYMENT OPPORTUNITY



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Kivalliq Inuit Association

## Manager, Communications

Reporting to the Assistant, Chief Operating Officer, the Manager, Communications leads Kivalliq Inuit Association's communications department by providing strategic, professional, and technical direction to promote the programs and services of the organization to a widely diverse public forum. The Manager is responsible for supporting the ongoing operations of the Kivalliq Inuit Association by ensuring that current departmental services and programs are appropriately communicated to the proper audiences. The Manager, Communication ensures the department's communications are managed in a strategic manner and influence Nunavummiut media and national perceptions by ensuring there is an understanding of the Organization's numerous areas of responsibility.

The Manager, Communication provides strategic communication advice on planning, events, and media relation to internal and external audiences. Liaising with local and national media, the Manager will provide advice in relation to the media to organize spokespeople, coordinate all written products, published materials, speeches, website content, President Statements, press releases. The Manager is responsible for overseeing the development and maintenance of Kivalliq Inuit Association's website, and social media platforms, providing advice on boosting opportunities in getting the message out targeting the proper audiences. The Manager, Communication supervises the Translator/Interpreter.

### **The ideal candidate should have knowledge and understanding of the following:**

- Extensive experience and successful track record in media relations, marketing, qualitative and quantitative research
- Knowledge of desktop and computer software such as the Microsoft Office suite, Adobe suite (Photoshop, InDesign), content management software etc.
- Experience in budget management
- Knowledge of design and print production
- Knowledge of Inuit Societal Values, and experience working in a cross-cultural environment
- Direct media experience
- Purchasing and procurement experience
- Strategic thinker and strong analytical skills
- Strong organizational and time management skills are required
- Excellent interpersonal skills
- Strong spoken and written skills are required with a desire for Inuktitut
- Ability to work in a fast-paced environment with conflicting priorities

The successful candidate should have a Post-Secondary Degree in Communications, Public Relations, or related field with a minimum of three (3) years of directly related experience.

Starting salary is commensurate with qualifications and experience, with an additional \$24,000 per annum of Northern/Housing Allowance. Kivalliq Inuit Association offers a comprehensive benefits package including an employee pension plan, group insurance and vacation travel assistance.

**This position is in Rankin Inlet, NU and Housing is not available.**

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

**CLOSING DATE IS DECEMBER 9, 2022, AT 11:59 PM CST**

**PLEASE SUBMIT YOUR COVER LETTER AND RESUME TO  
DEPARTMENT OF HUMAN RESOURCES**

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