EMPLOYMENT OPPORTUNITY

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Kivalliq Inuit Association

Community Engagement Facilitator (part-time)

Reporting to the Implementation Officer; the Community Engagement Facilitator will assist Kivalliq Inuit Association (KIA) and the Department of Fisheries and Oceans (DFO) in ensuring that the provisions of the Marine Protected area of interest is supported. The Community Engagement Facilitator will act as the point person in their community for supporting and organizing various initiatives related to the area of interest on a part-time basis.

Responsibilities and Duties

This position is responsible for the administration based at the community level to ensure Inuit in the community benefit from the project in relation to the Marine Protected area of interest between the KIA and DFO. This position will act as liaison between KIA and the partnered stakeholders to ensure information is being relayed in a timely and accurate matter in terms of the feedback provided by community members.

Knowledge, skills, and abilities

- 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
- Demonstrates strong organizational and time management skills
- Demonstrates exceptional oral and written communication skills in both English and Inuktitut
- Must demonstrate strong punctuality
- Availability and attendance at every scheduled KIA meeting are a must
- Excellent attention to detail
- 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

The Knowledge skills and abilities are usually obtained through High School diploma 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 $58,184 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.

There are two positions, one that is in Coral Harbour, and the other in Chesterfield Inlet, NU. Housing is not available.

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

CLOSING DATE: January 27, 2023, 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