Salary Scale: $95,500 - $123,400
Location: Iqaluit, Nunavut
Hours of work: Full-time (37.5 hours/week)

Would you like to be part of an energetic team dedicated to conserving the environment and the traditional Inuit way of life? Do you find interacting with people rewarding and enjoy managing your time towards achieving clear objectives and outcomes? If so, you should consider this meaningful employment with the NWMB, which has a significant mandate in wildlife management under the Nunavut Agreement.

If you think this position is a good fit for you, you should apply to become a member of our team by submitting your resume, indicating clearly how you meet the requirements for this position.

Advantages of working with the NWMB
In addition to the opportunity of living a fascinating experience and choosing a path for personal and for professional fulfillment, the NWMB offers an excellent employee benefits package. These incentives include: salary progression scale, generous northern allowance (no staff housing subsidies); comprehensive health and dental care for the employee and family members; disability insurance; matching employee contributions in a retirement savings plan, competitive paid vacation and sick leave credits, other paid leave, vacation travel assistance, and training and professional development.

Basic job requirements
Listening and speaking in Inuktut are essential (writing an asset), and English (oral and) are also essential, comfortable working in a multi-cultural environment, and respectful of Indigenous cultural values.

Willing to live in Iqaluit and travel, as necessary.

Computer and software literacy.

Skilled at organizing tasks and meeting deadlines, while paying attention to detail.

Having achieved a high school equivalency (Grade 12 level or GED), but preferably obtained a degree or diploma from an accredited institution in a related field.

Experience in administrative and logistical functions (at least two (2) years).

Key responsibilities include but not limited to:
- Providing advice and assistance on logistics and administrative matters and fulfilling acting duties for the Director of Finance and Administration, as requested.
- Coordinating NWMB public hearings, meetings, and outreach, including travel arrangements and information-sharing with attendees, managing event budgets, arranging for translation.
- Performing a logistical and administrative role, including interacting with partners and the public, liaising with external contractors, reviewing documents.
- Contributing to NWMB intranet system and websites, including uploading documents and updating content.

Submit your resume to: gtoupin@pgf.ca on or before January 26, 2024.

Only short-listed applicants will be contacted for the next step, which will include a job interview in-person or by videoconference.

As an equal opportunity employer, we will be pleased to provide accommodation to anyone with a disability throughout the selection process.

Closing Date: Friday, January 26, 2024
ENGLISH