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Kivalliq Inuit Association

Employment Opportunity

COMMUNITY LIAISON OFFICER (CLO) Whale Cove (Term Position)

The CLO will act as a contact for KIA and NTI in program administration and delivery at the community level under the direction of the Director of Communications. The CLO is primarily an administration position based at the community level to ensure that Inuit in the communities benefit from the implementation of the Nunavut Land Claims Agreement (NLCA) through KIA and NTI programs.

Among other duties, the CLO will be responsible for the administration and processing of beneficiary enrolment within Whale Cove, support Community Land and Resource Committee (CLARC) activities and support the communications activities of the KIA and NTI.

The incumbent must have:

- time management skills
- project management skills
- administration skills
- Inuktitut and English communications skills
- inter-personal/organizational skills
- writing skills
- computer skills
- community knowledge
- NLCA knowledge

This is a full time term position based in Whale Cove with a start date in June 2017. KIA offers a competitive salary and benefits package based on education and experience. Housing is not provided. Only those selected for an interview will be contacted.

If this position interests you, please forward a resumé by Friday, May 26, 2017 to:

Lucy Maynard
Acting Director of Communications and
Community Development
Kivalliq Inuit Association
P. O. Box 340
Rankin Inlet, NU
X0C 0G0
lmaynard@kivalliqinuit.ca