



**Joint Secretariat  
Inuvialuit Settlement Region**

**INUVIALUIT GAME  
COUNCIL RESOURCE  
MANAGEMENT  
COORDINATOR**

Come join our exciting and dedicated family! The Joint Secretariat is seeking a dynamic individual with training or experience in wildlife management and office administration to help the Inuvialuit Game Council (IGC) meet its obligations under the Inuvialuit Final Agreement.

The Coordinator will work as part of a team to organize the delivery of tasks to ensure that IGC responsibilities are being met. These tasks can include coordinating regular IGC meetings, review and synthesis of reports/presentations related to Inuvialuit wildlife management, establishing and maintaining relationships with varied stakeholders and, other administrative duties as required. The individual will also provide wildlife management and technical support to the Inuvialuit community Hunters & Trappers Committees (HTC). Activities are primarily based out of the Inuvik office with opportunity to travel both within and outside of the ISR.

The qualified applicant should possess a university or technical degree in a relevant field or an equivalent level of applicable experience. The individual should be well-organized, and experienced in wildlife or environmental management. Familiarity with the structure and functions of the Inuvialuit Final Agreement, its various organizations and resulting responsibilities is an asset. Familiarity with bylaws, practices and procedures related to wildlife management within the Inuvialuit Settlement Region is desirable.

Experience with report writing, demonstrated analytical and problem solving skills, familiarity with standard computer programs, and basic financial management are essential. Written and oral communication skills are a requirement to effectively represent the IGC and the Joint Secretariat when working alongside a variety of government and non-government organizations.

The position reports to the Executive Director of the Joint Secretariat. Preference will be given to beneficiaries of the Inuvialuit Final Agreement.

Salary scale will be commensurate with the qualifications and experience of the successful candidate. The benefits package includes a Settlement Allowance of \$5,425. Housing Allowance of \$6,500. Pension Benefit of 6% of base salary (all benefits are per annum). There is also a Vacation Travel Benefit of \$4,000 after one year on the job. A detailed job description is available upon request.

**Closing Date:** August 14, 2017

**Applications should be sent to:**

Peter Enitilo

Joint Secretariat

Box 2120, Inuvik, NT X0E 0T0

Tel: (867) 777-2828

Fax: (867) 777-2610

Email: [officemgr@jointsec.nt.ca](mailto:officemgr@jointsec.nt.ca)