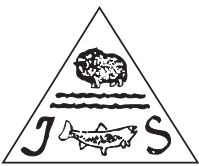


**Joint Secretariat
Environmental Impact
Screening Committee**



**RESOURCE
PERSON**

We want you to come and work with our diverse, energetic and dedicated family! The Joint Secretariat is seeking a highly motivated person to provide administrative support to the Environmental Impact Screening Committee (EISC) established pursuant to the Inuvialuit Final Agreement.

The position involves establishing and maintaining effective relationships with a varied group of stakeholders, meeting and workshop coordination, and EISC process administration as well as general office organization. Strong interpersonal skills coupled with good written, word processing and information technology skills are essential. Familiarity with basic financial management and awareness of regional natural resource management issues is considered an asset.

Applicants should have a minimum of Grade 12 or equivalent experience/qualifications relevant to the position, should be well organized with strong communication skills and be prepared to work in a diverse setting.

Knowledge of the *Inuvialuit Final Agreement* and 3 years of progressive business/ environmental/ project management experience relevant to natural resources is preferential. Previous experience working with aboriginal land claimant or other aboriginal organizations is considered an asset.

The position is based in Inuvik, N.W.T. and travel within the Inuvialuit Settlement Region is often required.

The successful applicant will report to the Executive Director, Joint Secretariat - Inuvialuit Settlement Region.

Preference will be given to qualified Inuvialuit applicants.

Salary 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