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Kivalliq Inuit Association

DIRECTOR OF COMMUNICATIONS

The Director of Communications will lead KIA's Communications Department. Major duties and responsibilities include: producing KIA's Annual Report & quarterly newsletter, preparing press releases & correspondence; providing updates to KIA Board of Directors; coordinating advertising and promotions; and maintaining the KIA website and social media. The director is also responsible for managing and supervising the 7 Community Liaison Officers based in the Kivalliq communities as well as the Bereavement and Compassionate Travel Department.

Qualifications, Skills and Experience:

- excellent organizational skills
- excellent interpersonal and communication skills
- experience working with local beneficiaries and community organizations
- strong computer skills, including good working knowledge of Office applications
- availability to travel as required
- Strong report writing skills
- ability to speak and write Inuktitut is a definite asset
- must be a self-starter and highly motivated

Job description detailing duties and qualifications is available upon request. Beneficiaries of the NLCA will receive full consideration and priority. KIA offers a competitive salary and benefits package. Housing is not provided.

Only applicants selected for an interview will be contacted.

Please submit your resume with cover letter to:

Gabriel Karlik, Executive Director
Kivalliq Inuit Association
P.O. Box 340, Rankin Inlet, Nunavut X0C 0G0
Tel: 867-645-5725
Fax: 867-645-2348
Email: gkarlik@kivalliqinuit.ca

Closing Date: June 2, 2017 at 5:00 p.m.