



## Joint Secretariat

# COMMUNICATION AND INFORMATION TECHNOLOGY COORDINATOR

We want you to come and work with our diverse, energetic and dedicated family! The Joint Secretariat is seeking a highly motivated person to work as the Communication and Information Technology Coordinator (CITC). The CITC will be tasked with improving the visibility and accountability of the Joint Secretariat and the six IFA Committees it supports, while also ensuring the smooth operation of its IT infrastructure. Improved communications will be accomplished through creative uses of various message delivery means including print, web, social media and other tools. Maintaining the IT infrastructure will involve liaising with our off-site support provider in Whitehorse to ensure IT related issues are addressed quickly and effectively in-house. This position is for someone who has appropriate skillset and the drive to find creative solutions to improve JS communications and has a desire to deliver high quality IT service to a staff of 14-16 individuals.

The successful candidate will possess a post secondary diploma or degree in Marketing, Communications or equivalent and have one year experience related to Communication Technology that included creating, producing and managing promotional content using digital media. Experience in public relations, marketing and provision of basic desktop support in an office setting is considered an asset.

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

The successful applicant will report to the Office Manager, Joint Secretariat, Inuvialuit Settlement Region.

Preference will be given to qualified Inuvialuit applicants.

Salary will 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:** January 19, 2018

**Applications should be sent to:**

Peter Enitilo

Joint Secretariat

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